

## **ARMY PROGRAMS**

### **QUALITY OF LIFE**

**Q: WHAT DOES THE ACRONYM QOLP MEAN?**

A: QUALITY OF LIFE PROGRAM

**Q: QOLP ADDRESS WHAT?**

A: LIVING CONDITIONS  
DUTY ENVIRONMENT

**Q: WHAT IS A MAJOR COMPONENT OF THE QOLP?**

A: COMMUNITY LIFE SYSTEM

**Q: WHAT DOES THE COMMUNITY LIFE SYSTEM CONSIST OF?**

A: THERE ARE 6 SUBSYSTEMS:

1. ACS-ARMY COMMUNITY SERVICES
2. AMSA-ARMY MORALE SUPPORT ACTIVITIES
3. ACES-ARMY CONTINUING EDUCATION SYSTEM
4. ACMS-ARMY CLUB MANAGEMENT SYSTEM
5. APS-ARMY POSTAL SYSTEM
6. AAFES-ARMY AND AIR FORCE EXCHANGE SERVICE

**Q: WHAT ARE SOME EXAMPLES OF THE QUALITY OF LIFE PROGRAM?**

A: SOME EXAMPLES ARE:

1. POSTAL SERVICES
2. PX/COMMISSARY
3. CLUBS
4. PHYSICAL FITNESS CENTERS
5. BANKING SERVICES
6. MWR
7. EDUCATION SERVICES
8. COMMUNITY SPORTS PROGRAMS

### **ACS**

**Q: WHAT DOES ACS STAND FOR?**

A: ARMY COMMUNITY SERVICES

**Q: WHAT PUBLICATION COVERS ACS?**

A: AR 608-1

**Q: WHAT IS THE MISSION OF ACS?**

A: TO IMPROVE READINESS AND INCREASE RETENTION BY PROVIDING SERVICES TO ASSIST SOLDIERS AND THEIR FAMILIES IN SOLVING PROBLEMS.

**Q: WHAT SERVICES DOES ACS PROVIDE?**

A: THEY ARE:

1. RELOCATION ASSISTANCE PROGRAM (INCLUDE THE LOAN CLOSET)
2. FAMILY MEMBER EMPLOYMENT ASSISTANCE PROGRAM
3. EXCEPTIONAL FAMILY MEMBER PROGRAM
4. FAMILY ADVOCACY PROGRAM
5. INFORMATION, REFERRAL, AND FOLLOW-UP PROGRAM
6. CONSUMER AFFAIRS AND FINANCIAL ASSISTANCE PROGRAM
7. OUTREACH PROGRAM
8. FOSTER CARE
9. ARMY FAMILY TEAM BUILDING
10. MAYORAL PROGRAMS
11. VOLUNTEER SERVICES
12. ARMY CAREER AND ALUMNI PROGRAM (ACAP)

**Q: WHAT ARE THE OBJECTIVES OF THE FAMILY ADVOCACY PROGRAM?**

A: TO PREVENT:

1. SPOUSE AND CHILD ABUSE
2. PHYSICAL NEGLECT
3. SEXUAL ABUSE
4. EMOTIONAL MALTREATMENT

**Q: WHAT DOES THE ACS LOAN CLOSET DO?**

A: LOAN SERVICE MEMBERS HOUSEHOLD ITEMS WHEN ESTABLISHING NEW HOUSEHOLDS.

**Q: HOW IS ACS STAFFED?**

A: VOLUNTEERS

**Q: A NEW SOLDIER ARRIVES TO THE UNIT AND HE/SHE IS MARRIED. THE SOLDIER HAS NO RESIDENCE FOR HIS FAMILY AND IS NOT FINANCIALLY STABLE. HOW CAN YOU HELP THE SOLDIER AND HIS FAMILY?**

A: TAKE A PERSONAL INTEREST IN THE SOLDIER AND HIS FAMILY. TAKE HIM TO ACS AND HOUSING.

**ACAP**

**Q: WHAT DOES "ACAP" STAND FOR?**

A: ARMY CAREER AND ALUMNI PROGRAM

**Q: WHAT IS THE PURPOSE OF ACAP?**

A: IT PROVIDES TRANSITION FROM MILITARY TO CIVILIAN AND EMPLOYMENT SERVICES AND INFORMATION (JOB FAIRS)

**Q: WHAT ARE THE PRIMARY CONCERNS OF ACAP?**

A: THERE ARE TWO CONCERNS:  
1. EMPLOYMENT ASSISTANCE  
2. TRANSITION ASSISTANCE

**Q: JOB FAIRS ARE NORMALLY CONDUCTED HOW OFTEN?**

A: AS A MINIMUM, TWICE A YEAR

**SPONSORSHIP**

**Q: WHAT REGULATION COVERS THE TOTAL ARMY SPONSORSHIP PROGRAM?**

A: AR 600-8-8

**Q: WHEN DOES A SOLDIER RECEIVE A SPONSOR?**

A: INPROCESSING, OUTPROCESSING, REAR DETACHMENT

**Q: WHAT ARE THE SPONSOR QUALIFICATIONS?**

A: THE APPOINTED SPONSOR SHOULD BE:  
1. IN A GRADE EQUAL TO OR HIGHER THAN THE INCOMING SOLDIER  
2. OF THE SAME GENDER, MARITAL STATUS, AND MOS  
3. FAMILIAR WITH THE UNIT AND COMMUNITY

**Q: HOW SOON SHOULD A SPONSOR BE APPOINTED?**

A: WITHIN 10 CALENDAR DAYS AFTER THE BATTALION IS NOTIFIED OF THEIR ARRIVAL.

**Q: AS A MINIMUM, HOW MANY WELCOME LETTERS SHOULD A NEW ARRIVAL RECEIVE?**

A: A MINIMUM OF TWO LETTERS

**Q: WHO SENDS AN INCOMING SOLDIER A WELCOME LETTER?**

A: THE BATTALION COMMANDER OR COMMAND SERGEANT MAJOR AND THE DESIGNATED SPONSOR.

**DEERS**

**Q: WHAT DOES "DEERS" STAND FOR?**

A: DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEMS.

**Q: HOW ARE FAMILY MEMBERS ENROLLED IN DEERS?**

A: THROUGH PAC OR PSB

## **CHAMPUS**

**Q: WHAT IS "CHAMPUS"?**

A: CIVILIAN HEALTH AND MEDICAL PROGRAM OF THE UNIFORMED SERVICES

**Q: WHAT PUBLICATION COVERS CHAMPUS?**

A: AR 40-121

**Q: WHAT IS CHAMPUS DESIGNED FOR?**

A: MILITARY CARE AVAILABLE TO DEPENDENTS OF ACTIVE DUTY MEMBERS, RETIRED AND DEPENDENTS OF RETIREES.

## **BOSS**

**Q: WHAT DOES "BOSS" STAND FOR?**

A: BETTER OPPORTUNITY FOR SINGLE SOLDIERS

**Q: WHAT DOES BOSS DO?**

A: PROVIDE MWR ACTIVITIES IN THE COMMUNITY FOR SINGLE AND UNACCOMPANIED SOLDIERS.

**Q: WHAT ACTIVITIES ARE ASSOCIATED WITH THE BOSS PROGRAM?**

A: SOME ACTIVITIES ARE:

1. SINGLE SOLDIERS DAY
2. HOOD HOWDY
3. GROUP TRIPS

## **EQUAL OPPORTUNITY**

**Q: WHAT PUBLICATION COVERS THE ARMY EQUAL OPPORTUNITY PROGRAM?**

A: AR 600-20

**Q: WHAT IS MEANT BY EQUAL OPPORTUNITY IN THE ARMY?**

A: CONSIDERATION AND TREATMENT BASED ON MERIT, FITNESS, AND CAPABILITY REGARDLESS OF RACE, COLOR, RELIGION, GENDER, OR NATIONAL ORIGIN.

**Q: HOW MANY TYPES OF EO COMPLAINTS ARE THERE?**

A: THERE ARE 2:

1. FORMAL
2. INFORMAL-NOT FILED IN WRITING

**Q: WHAT ISSUES ARE ASSOCIATED WITH THE EO PROGRAM?**

A: THEY ARE:

1. AFFIRMATIVE ACTION
2. SEXUAL HARASSMENT
3. RACISM
4. SEXISM
5. DISCRIMINATION
6. CONSIDERATION OF OTHERS
7. RELIGION

**Q: WHO IS RESPONSIBLE FOR THE EO PROGRAM?**

A: THE COMMANDER. THE COMMANDER APPOINTS EQUAL OPPORTUNITY REPRESENTATIVES TO ASSIST IN CARRYING OUT THE PROGRAM.

## **AER**

**Q: WHAT IS AER?**

A: ARMY EMERGENCY RELIEF

**Q: WHAT IS THE PURPOSE OF AER?**

A: TO PROVIDE ARMY SOLDIERS, THEIR DEPENDENTS, WIDOWS AND ORPHANS WITH FINANCIAL ASSISTANCE IN THE TIME OF EMERGENCY NEED. IT ALSO PROVIDES EDUCATIONAL ASSISTANCE FOR SPOUSES AND DEPENDENT CHILDREN.

**Q: WHAT PUBLICATION COVERS AER ASSISTANCE?**

A: AR 930-4

**Q: WHAT ARE THE TYPES OF ASSISTANCE THAT AER PROVIDE?**

A: THEY ARE:

1. LOANS-INTEREST-FREE
2. GRANTS

**Q: HOW ARE CONTRIBUTIONS MADE TO AER?**

A: THROUGH:

1. ALLOTMENT
2. CASH
3. CHECK

**Q: FOR WHAT REASONS ARE EMERGENCY FINANCIAL ASSISTANCE AUTHORIZED?**

A: SOME ARE:

1. NO-PAY
2. MEDICAL, DENTAL, OR HOSPITAL EXPENSE
3. FUNERAL EXPENSE
4. EMERGENCY TRAVEL
5. RENT
6. FOOD
7. UTILITIES (OTHER THAN PHONE)
8. TRANSPORTATION (POV)
9. CLOTHING
10. FIRE OR OTHER DISASTER

**Q: ARE YOU REQUIRED TO CONTRIBUTE TO AER IN ORDER TO RECEIVE?**

A: NO

### **ARC (AMERICAN RED CROSS)**

**Q: WHAT PUBLICATION COVERS ARC?**

A: AR 930-5

**Q: WHAT IS THE PURPOSE OF THE AMERICAN RED CROSS?**

A: TO HELP PEOPLE AVOID, PREPARE FOR, AND COPE WITH EMERGENCIES

**Q: HOW IS THE RED CROSS PRIMARILY STAFFED?**

A: VOLUNTEERS

**Q: WHAT ARE SOME SERVICES OF THE AMERICAN RED CROSS?**

A: SOME ARE:

1. FINANCIAL ASSISTANCE
2. COUNSELING AND REFERRAL SERVICES
3. DISASTER SERVICES
4. BLOOD SERVICES
5. TRANSPLANT SERVICES
6. AIDS EDUCATION
7. YOUTH SERVICES

### **ARMY UNIVERSITY ACCESS ONLINE**

**Q. WHAT REFERENCES ARE USED TO GOVERN THE ARMY UNIVERSITY ACCESS ONLINE (AUAO) PROGRAM?**

A.

- MILPER MESSAGE 01-073, "ARMY UNIVERSITY ACCESS ONLINE PROGRAM"

- AR 621-5, PARAGRAPH 5-7 (REVISED, 17 NOV 93, "ARMY CONTINUING EDUCATION" AND
- AR 601-280, 31 MAR 99, " ARMY RETENTION PROGRAM"

**Q. WHAT IS THE INTERNET ADDRESS FOR AUAO?**

A. [WWW.EARMYU.COM](http://WWW.EARMYU.COM)

**Q. INITIALLY, WHERE DO SOLDIERS NEED TO BE STATIONED TO ENROLL IN AUAO?**

A. ONE OF THREE POSTS: FT HOOD, FT CAMPBELL, OR FT BENNING

**Q. WHAT TYPE OF FINANCIAL ASSISTANCE DOES AUAO OFFER?**

A. IT OFFERS FULLY FUNDED TUITION ASSISTANCE INCLUDING BOOKS, FEES, AND EMAIL ACCOUNT/INTERNET ACCESS

**Q. WHAT MUST THE SOLDIER BE RESPONSIBLE FOR IN ORDER TO RECEIVE THE FREE INTERNET ACCESS THAT AUAO OFFERS?**

A. THE SOLDIER IS RESPONSIBLE FOR THE COST OF A COMMERCIAL TELEPHONE SERVICE

**Q. HOW MANY YEARS REMAINING ON ACTIVE DUTY MUST A SOLDIER HAVE ON THE DATE THE CDR SIGNS THE AUAO PARTICIPATION AGREEMENT?**

A. MILPER MESSAGE 01-073, WHICH REGULATES THIS PROGRAM, STATE THREE YEARS. HOWEVER, THE ED CENTER ON FT HOOD STATES TWO YEARS.

**Q. HOW MANY SEMESTER HOURS (SH) MUST A SOLDIER COMPLETE TO MEET THE AUAO PROGRAM REQUIREMENTS?**

A. THE SOLDIER MUST SUCCESSFULLY COMPLETE A MINIMUM OF 12 SH OF AUAO COURSES WITHIN TWO YEARS OF INITIAL COURSE REGISTRATION.

**Q. STATE SOME REASONS WHY A SOLDIER WOULD BE REQUIRED TO REIMBURSE AUAO 100% TUITION ASSISTANCE PLUS COSTS OF BOOKS AND FEES.**

A. SOME REASONS ARE AS FOLLOWS:

- FAILING AN AUAO COURSE
- WITHDRAWING FROM AN AUAO COURSE
- FAILING TO COMPLETE AN AUAO COURSE FOR PERSONAL OR ACADEMIC REASONS (WAIVED FOR EXTENUATING CIRCUMSTANCES)
- REQUESTING VOLUNTARY SEPARATION OR RETIREMENT BEFORE THE 3-YEAR SERVICE REMAINING REQUIREMENT IS COMPLETE (PRO-RATED)
- FAILING TO COMPLETE 12 SH MINIMUM IN TWO YEARS (PRO-RATED)

**BATTLE FOCUSED TRAINING**  
**FM 25-101**

**Q: WHICH PUBLICATION COVERS BATTLE FOCUSED TRAINING?**

A: FM 25-101

**Q: WHAT IS BATTLE FOCUS?**

A: BATTLE FOCUS IS A CONCEPT USED TO DERIVE PEACETIME TRAINING FROM WARTIME MISSIONS.

**Q: HOW MANY CHAPTERS IS THERE IN FM 25-101?**

A: THERE ARE FIVE CHAPTERS

**Q: WHAT DOES EACH CHAPTER OF FM 25-101 CONTAIN?**

A: CHAPTER 1- TRAINING OVERVIEW  
CHAPTER 2- MISSION ESSENTIAL TASK LIST DEVELOPMENT  
CHAPTER 3- PLANNING  
CHAPTER 4- EXECUTION  
CHAPTER 5- ASSESSMENT

**Q: HOW MANY APPENDIXES IS THERE IN FM 25-101?**

A: THERE ARE SEVEN

**Q: WHAT DOES EACH APPENDIX CONTAIN?**

A: APPENDIX A- EXAMPLE TRAINING DOCUMENTS  
APPENDIX B- LEADER DEVELOPMENT  
APPENDIX C- TRAINING EXERCISES  
APPENDIX D- USE OF TRAINING EVENTS TO MAINTAIN BATTLE FOCUS  
APPENDIX E- TRAINING AIDS, DEVICES, SIMULATORS, AND SIMULATIONS  
APPENDIX F- EXAMPLE QTB OR YTB  
APPENDIX G- AFTER ACTIONS REVIEW

**Q: THE SPECIFIC EMPHASIS OF COMMANDERS WITH RESPECT TO TRAINING IS TO TRAIN HOW MANY LEVEL (S) DOWN AND TO EVALUATE HOW MANY LEVEL (S) DOWN?**

A: TRAIN ONE LEVEL DOWN AND EVALUATE TWO LEVELS DOWN

**Q: WHAT DOES THE ACRONYM METL STAND FOR?**

A: MISSION ESSENTIAL TASK LIST

**Q: WHAT IS METL?**



A: METL IS AN UNCONSTRAINED STATEMENT OF TASKS REQUIRED TO ACCOMPLISH WARTIME MISSIONS.

**Q: IS METL PRIORITIZED?**

A: NO. IT MAY BE CHANGED OR ADJUSTED IF WARTIME MISSIONS CHANGE.

**Q: WHAT IS THE LOWEST LEVEL UNIT THAT PREPARES A METL?**

A: A COMPANY

**Q: WHO IS THE APPROVING AUTHORITY FOR A UNIT METL?**

A: THE NEXT HIGHER WARTIME COMMANDER.

**Q: WHAT DOES THE ACRONYM METT-T STAND FOR?**

A: MISSION  
ENEMY  
TERRAIN  
TROOPS  
TIME

**Q: WHAT IS MULTI-ECHELON TRAINING?**

A: THE SIMULTANEOUS TRAINING OF MORE THAN ONE ECHELON ON DIFFERENT TASKS.

**Q: OFFICERS ARE RESPONSIBLE FOR WHAT TYPE OF TRAINING?**

A: COLLECTIVE TRAINING.

**Q: NCO'S ARE RESPONSIBLE FOR WHAT TYPE OF TRAINING?**

A: SOLDIER/INDIVIDUAL TRAINING

**Q: WHAT SOURCES DOES THE COMMANDER USE TO DEVELOP HIS METL?**

A: CAPSTONE MSN GUIDANCE, MOBILIZATION PLANS, AND INSTALLATION WARTIME, TRANSITION AND DEPLOYING PLANS, AND FORCE INTEGRATION PLANS.

**Q: WHO DETERMINES THE INDIVIDUAL SUPPORTING TASKS?**

A: NCO'S

**Q: WHAT ARE BATTLE TASKS?**

A: BATTLE TASKS ARE TASKS, WHICH MUST BE ACCOMPLISHED BY A SUBORDINATE ORGANIZATION IF THE NEXT HIGHER HEADQUARTERS IS TO ACCOMPLISH A MISSION ESSENTIAL TASK.

**Q: WHAT IS THE LOWEST LEVEL THAT HAS A BATTLE TASK?**

A: BATTALION LEVEL

**Q: WHAT IS BATTLE STAFF?**

A: IT CONSIST OF THE ORGANIC BATTALION PRIMARY AND SPECIAL STAFF, PLUS TASK ORGANIZED SLICE (CS AND CSS) UNIT LEADERS.

**Q: HOW MANY PRINCIPLES OF TRAINING ARE THERE?**

A: THERE IS NINE PRINCIPLES

**Q: WHAT ARE THE NINE PRINCIPLES OF TRAINING?**

A: THEY'RE:

1. TRAIN AS A COMBINED ARMS AND SERVICES TEAM
2. TRAIN AS YOU FIGHT
3. USE APPROPRIATE DOCTRINE
4. USE PERFORMANCE ORIENTED TRAINING
5. TRAIN TO CHALLENGE
6. TRAIN TO SUSTAIN PROFICIENCY
7. TRAIN USING MULTI-ECHELON TECHNIQUES
8. TRAIN TO MAINTAIN
9. MAKE COMMANDERS THE PRIMARY TRAINERS

**Q: WHAT DOES B.O.S. STAND FOR?**

A: BATTLEFIELD OPERATING SYSTEM

**Q: HOW MANY BATTLEFIELD OPERATING SYSTEMS ARE THERE?**

A: SEVEN

**Q: WHAT ARE THE SEVEN BATTLEFIELD OPERATING SYSTEMS?**

A: THEY'RE:

1. INTELLIGENCE
2. MANEUVER
3. FIRE SUPPORT
4. MOBILITY/ COUNTER MOBILITY/ SURVIVABILITY
5. AIR DEFENSE SUPPORT
6. COMBAT SERVICE SUPPORT
7. COMMAND AND CONTROL (C2)

**Q: WHAT IS TRAINING MANAGEMENT?**

A: IT'S THE CONTINUOUS PROCESS CENTERING ON FEEDBACK TO ENABLE LEADERS TO PROPERLY FOCUS PEACETIME TRAINING ON THEIR WARTIME MISSION.

**Q: WHAT FOUR CHAPTERS ARE IN THE TRAINING MANAGEMENT CYCLE?**

A: CHAPTER 2-METL DEVELOPMENT

CHAPTER 3-PLANNING  
CHAPTER 4-EXECUTION  
CHAPTER 5-ASSESSMENT

**Q: WHAT ARE THE THREE PRIMARY FORUMS TO EXCHANGE TRAINING INFORMATION AMONG LEADERS?**

A: TRAINING MEETINGS  
BRIEFINGS  
AFTER ACTIONS REVIEW

**Q: WHAT IS AN AAR?**

A: IT'S A REVIEW OF TRAINING THAT ALLOWS SOLDIERS, LEADERS, AND UNITS TO DISCOVER FOR THEMSELVES WHAT HAPPENED DURING THE TRAINING AND WHY?

**Q: HOW MANY TYPES OF AAR IS THERE?**

A: TWO:  
1. FORMAL  
2. INFORMAL

**Q: WHAT "ARE PRE-COMBAT" CHECKS?**

A: DETAILED CHECKS THAT ALL UNITS CONDUCT BEFORE AND DURING EXECUTION OF TRAINING AND COMBAT OPERATIONS.

**Q: WHAT IS A BATTLE DRILL?**

A: IT'S A COLLECTIVE ACTION RAPIDLY EXECUTED WITHOUT APPLYING A DELIBERATE DECISION-MAKING PROCESS.

**Q: WHAT ARE CREW DRILLS?**

A: CREW DRILLS ARE COLLECTIVE ACTIONS THAT A CREW OF A WEAPON OR PIECE OF EQUIPMENT MUST PERFORM TO USE THE WEAPON OR EQUIPMENT.

**Q: WHAT DRIVES THE INDIVIDUAL TASK/ PLT/ SECTION TASK/ BATTERY TASK?**

A: THE UNIT METL

**Q: WHAT IS MEANT BY TRAINING STRATEGY?**

A: A CONCEPT USED TO ATTAIN DESIRED LEVELS OF TRAINING PROFICIENCY ON MISSION ESSENTIAL TASKS.

**Q: WHERE CAN "BATTLE DRILLS" BE FOUND?**

A: IN THE APPROPRIATE ARTEP "DRILL" MANUAL

**Q: WHAT ARE THE THREE METHODS USED TO PRESENT TRAINING TO SOLDIERS?**

A: LECTURE  
CONFERENCE  
DEMONSTRATION

**Q: WHICH TRAINING METHOD IS MOST EFFECTIVE?**

A: DEMONSTRATION METHOD

**Q: WHAT ARE THE THREE STAGES OF TRAINING?**

A: INITIAL TRAINING	-LITTLE OR NO FAMILIARITY WITH A GIVEN TASK
REFRESHER TRAINING	-REQUIRES TRAINING ON CERTAIN SUBTASKS
SUSTAINMENT TRAINING	-MEETS THE TRAINING OBJECTIVE, BUT WILL LOSE PROFICIENCY WITHOUT PRACTICE

**Q: WHAT IS THE BASIS FOR THE LONG-RANGE TRAINING CALENDAR?**

A: UNIT ASSESSMENT

**Q: HOW LONG INTO THE FUTURE SHOULD THE BN LONG RANGE CALENDAR COVER?**

A: 12 MONTHS

**Q: WHAT IS A BATTLE ROSTER?**

A: A LISTING OF INDIVIDUALS, CREWS, OR ELEMENTS THAT REFLECT CAPABILITIES, PROFICIENCIES OF CRITICAL TASKS, AND OTHER INFORMATION CONCERNING WARFIGHTING ABILITIES.

**Q: WHAT IS MEANT BY "RISK ASSESSMENT?"**

A: IT'S THE THOUGHT PROCESS OF MAKING OPERATIONS SAFER WITHOUT COMPROMISING THE MISSION.

**Q: WHAT IS MEANT BY TRAINING OBJECTIVE?**

A: A STATEMENT THAT DESCRIBES THE DESIRED OUTCOME OF A TRAINING ACTIVITY.

**Q: WHAT ARE THE THREE PARTS TO A TRAINING OBJECTIVE?**

A: TASK  
CONDITIONS  
STANDARDS

**Q: WHAT IS A BATTLE TASK?**

A: A COMMAND GROUP, STAFF, OR SUBORDINATE ORGANIZATION MISSION ESSENTIAL TASK THAT IS SO CRITICAL THAT ITS ACCOMPLISHMENT WILL DETERMINE THE SUCCESS OF THE NEXT HIGHER ORGANIZATION'S MISSION ESSENTIAL TASK.

**Q: HOW IS TASK PROFICIENCY RATED?**

A: T (TRAINED)  
P (NEEDS PRACTICE)  
U (UNTRAINED)  
? (UNKNOWN)

**Q: WHAT ARE THE THREE TYPES OF TRAINING PLANS?**

LONG-RANGE	12-MONTHS OUT
SHORT-RANGE	03-MONTHS OUT
NEAR-TERM	08-WEEKS PRIOR TO EXECUTION OF TRAINING

**Q: WHAT IS THE PURPOSE OF TIME MANAGEMENT?**

A: TO CREATE PRIME TIME TRAINING PERIODS FOR SUBORDINATE ORGANIZATIONS ON MISSION ESSENTIAL TRAINING.

**Q: WHAT IS A "QTB"?**

A: QUARTERLY TRAINING BRIEF

**Q: WHAT ARE THE TWO PRIMARY INPUTS TO METL DEVELOPMENT?**

A: WAR PLANS  
DIRECTIVES

**Q: WHAT ARE THE EIGHT STEPS IN TRAINING?**

A: THEY'RE:

1. PLAN THE TRAINING
2. CERTIFY LEADERS
3. RECON THE SITE
4. ISSUE THE PLAN
5. REHEARSE
6. EXECUTE
7. CONDUCT AAR
8. RETRAIN

**Q: WHAT IS LANE-TRAINING?**

A: IT'S A TECHNIQUE FOR TRAINING PRIMARILY COMPANY, TEAM-LEVEL AND SMALLER UNITS ON A SERIES OF SELECTED SOLDIER, LEADER, AND COLLECTIVE TASKS USING SPECIFIC TERRAIN.

**Q: WHO MAKES THE FINAL CALL ON RISK ASSESSMENT?**

A: THE UNIT COMMANDER

**Q: WHAT IS OPPORTUNITY TRAINING?**

A: TRAINING THAT IS NOT ON THE TRAINING SCHEDULE THAT HAS BEEN PLANNED BUT NOT REHEARSED OR EXECUTED.

**Q: WHAT IS THE BAND OF EXCELLENCE?**

A: IT REPRESENTS A SUSTAINED LEVEL OF WARTIME PROFICIENCY OBTAINED THROUGH FREQUENT TRAINING ON CRITICAL TASKS.

**Q: WHAT IS A LEADER'S BOOK?**

A: IT'S A TOOL TO AID THE LEADER IN REFINING THE LIST TO MISSION RELATED SOLDIER TASKS ESSENTIAL TO THE SOLDIER'S DUTY POSITION AND RESPONSIBILITIES.

**Q: WHAT ARE THE FIVE STEPS TO RISK MANAGEMENT?**

A: THEY'RE:

1. IDENTIFY HAZARDS
2. ASSESS HAZARDS
3. DEVELOP CONTROLS AND MAKE RISK DECISION
4. IMPLEMENT CONTROLS
5. SUPERVISE AND EVALUATE

**Q: WHAT ARE LOW DENSITY MOSS?**

A: SUPPORT MOSS (I.E. SUPPLY, ADMIN, COOKS, NBC)

**Q: AFTER COMPLETING A MISSION YOU CONDUCT AN AAR. WHO ATTENDS?**

A: ALL PERSONNEL THAT PARTICIPATED IN IT (SOLDIERS AND LEADERS)

**Q: WHEN DECIDING INDIVIDUAL TASKS WHAT IS USED?**

A: THE UNIT METL

**Q: HOW DO YOU ASSESS INDIVIDUAL AND COLLECTIVE TASKS?**

A: COMMON TASK TRAINING (CTT)

**Q: AS THE TRAINING INSTRUCTOR, YOU COMPLETE YOUR TASKS AN HOUR PRIOR TO THE SCHEDULED END TIME. WHAT DO YOU DO WITH THE ADDITIONAL HOUR?**

A: OPPORTUNITY (HIP-POCKET) TRAINING

## **LEADER'S BOOK**

### **Q: WHAT IS THE PURPOSE OF THE LEADER'S BOOK?**

A: TO RECORD INFORMATION ADDRESSING DATA, COMMON TASKS, SKILL QUALIFICATION ASSESSMENT, AND SPECIFIC COLLECTIVE TASKS WHICH SUPPORT THE UNIT'S METL. IT IS A QUICK REFERENCE ON ASSIGNED SOLDIER(S) DATA AND TRAINING.

### **Q: AS A SQUAD LEADER, YOU ARE CONSTRUCTING YOUR LEADER'S BOOK. YOU DO NOT KNOW WHAT SHOULD BE IN IT. WHERE WOULD YOU LOOK FOR GUIDANCE?**

A: FM 25-101, APPENDIX B-4

### **Q: WHAT TYPE OF INFORMATION SHOULD BE ENCLOSED IN THE LEADER'S BOOK?**

A: IT SHOULD INCLUDE:

1. THE PRIVACY ACT STATEMENT, SIGNED BY ALL YOUR SOLDIERS
2. NCO CREED
3. TRAINING SCHEDULES (TRAINING CALENDAR, LONG RANGE, NEAR TERM, SHORT RANGE)
4. SOLDIER PERSONAL DATA INFORMATION (MARITAL STATUS, GT)
5. TRAINING INFORMATION (APFT SCORE, WEAPON QUAL, CTT, MOS TRAINING)
6. DIV/BN/UNIT METL AND MISSION STATEMENTS
7. ALERT ROSTER
8. PACKING LIST
9. RATING SCHEME
10. IMPORTANT PHONE NUMBERS
11. REFERENCES

### **Q: IS THE LEADER'S BOOK AN INSPECTABLE ITEM?**

A: NO, NOT ACCORDING TO FM 25-101, BUT IT IS IN THE 1<sup>ST</sup> CAV.

### **Q: WHO IS AUTHORIZED TO CARRY A LEADER'S BOOK?**

A: ANY SOLDIER ACCOUNTABLE FOR OTHER SOLDIERS (TEAM LEADERS, SQUAD LEADERS, SECTION SERGEANTS, PLATOON SERGEANTS).

**BASIC RIFLE MARKSMANSHIP**  
**FM 23-9, TM 9-1005-319-10**

**Q: WHAT PUBLICATION COVERS BRM?**

A: FM 23-9

**Q: WHAT DOES THE ACRONYM BRM STAND FOR?**

A: BASIC RIFLE MARKSMANSHIP

**Q: WHAT TYPES OF WEAPONS ARE DISCUSSED IN FM 23-9?**

A: THE M16A1 AND THE M16A2

**Q: HOW MANY CHAPTERS ARE THERE IN FM 23-9, AND HOW MANY APPENDIXES?**

A: 5 CHAPTERS AND 8 APPENDIXES.

**Q: WHAT ARE THE 5 CHAPTERS OF FM 23-9?**

A: THEY ARE:

1. INTRODUCTION
2. OPERATION AND FUNCTIONING
3. RIFLE MARKSMANSHIP TRAINING
4. COMBAT FIRE TECHNIQUES
5. NIGHT FIRING

**Q: WHAT ARE THE 8 APPENDIXES OF FM 23-9?**

A: THEY'RE:

1. APPENDIX A: YEAR-ROUND MARKSMANSHIP TRAINING.
2. APPENDIX B: TARGET DETECTION.
3. APPENDIX C: TRAINING AIDS AND DEVICES.
4. APPENDIX D: RIFLE RANGE SAFETY BRIEFING/RANGE OPERATIONS CHECKLIST.
5. APPENDIX E: SCALED SILHOUETTE TARGETS.
6. APPENDIX F: PRECISION FIRING INFORMATION.
7. APPENDIX G: LIVE-FIRE EXERCISES
8. APPENDIX H: REPRODUCIBLE FORMS.

**Q: WHEN REFERRING TO THE FM 23-9, WHAT ARE COMBAT FACTORS?**

A: COMBAT FACTORS ARE CONDITIONS THAT A MARKSMEN ENCOUNTERS DURING COMBAT SUCH AS LIMITED VISIBILITY.

**Q: WHAT IS THE FIRST CONSIDERATION WHEN HANDLING ANY WEAPON?**

A: TO CLEAR THE WEAPON.

**Q: DESCRIBE THE M16A2 ACCORDING TO FM 23-9?**



A: THE M16A2 IS A 5.56MM, MAGAZINE FED, GAS-OPERATED, SHOULDER-FIRED WEAPON. IT FIRES IN THE SEMIAUTOMATIC OR THREE ROUND BURST.

**Q: WHERE CAN YOU FIND THE PROCEDURES FOR DISASSEMBLING, INSPECTION, AND MAINTENANCE OF THE M16A1 AND M16A2 RIFLES?**

A: IN THE OPERATOR'S TECHNICAL MANUAL.

**Q. WHAT IS THE WEIGHT OF THE M16A2 WITHOUT MAGAZINE AND SLING?**

A: 7.78 LBS

**Q: WHAT IS THE FIRING WEIGHT OF THE M16A2 WITH A 20 AND 30 ROUND MAGAZINE?**

A: 20 ROUND MAGAZINE	8.48 LBS.
30 ROUND MAGAZINE	8.79 LBS.

**Q: WHAT ARE THE OPERATIONAL CHARACTERISTICS OF THE M16A2?**

A: RIFLING	M16A2- RH 1/7 TWIST
MUZZLE VELOCITY	M16A2- 3,100 FPS
CYCLIC RATE OF FIRE	M16A2- 700-800

**Q: WHAT IS THE MAXIMUM EFFECTIVE RATES OF FIRE OF THE M16A2?**

A: SEMI-AUTOMATIC	M16A2-45	RPM
AUTOMATIC	M16A2-90	RPM
SUSTAINED	M16A2-12/15	RPM

**Q: ACCORDING TO FM 23-9, WHAT DOES RPM STAND FOR?**

A: ROUNDS PER MINUTE.

**Q: WHAT IS THE MAXIMUM RANGE OF THE M16A2?**

A: 3,534 METERS

**Q: WHAT IS THE MAXIMUM EFFECTIVE RANGE OF THE M16A2?**

A: 550 METERS POINT TARGET	800 METERS AREA TARGET
----------------------------	------------------------

**Q: WHAT IS THE OVERALL LENGTH OF THE M16A2?**

A: 39.63 INCHES

**Q: WHAT IS THE LENGTH OF THE M16A2 WITH THE BAYONET?**

A: 44.84 INCHES

**Q: WHAT ARE THE EIGHT STEPS IN THE CYCLE OF FUNCTION OF THE M16 RIFLES?**

A: THEY'RE:

1. FEEDING
2. CHAMBERING
3. LOCKING
4. FIRING
5. UNLOCKING
6. EXTRACTING
7. EJECTING
8. COCKING

**Q: HOW MANY TYPES OF AMMO ARE USED W/THE M16A2?**

A: 5 TYPES CAN BE USED:

1. BALL (M855)
2. TRACER (M856)
3. DUMMY (M199)
4. BLANK (M200)
5. PLASTIC (M862)

**Q: WHAT ARE THE 5 STEPS IN CLEARING THE M16A2?**

A: THEY'RE:

1. PLACE THE SELECTOR ON SAFE.
2. REMOVE THE MAGAZINE.
3. PULL THE CHARGING HANDLE REARWARD AND PRESS THE BOTTOM OF THE BOLT CATCH.
4. CHECK THE RECEIVER AND CHAMBER FOR AMMO.
5. RELEASE THE BOLT BY PRESSING THE UPPER PORTION OF THE BOLT CATCH.

**Q: WHAT DOES THE ACRONYM "CLP" STAND FOR AND HOW DOES IT WORK?**

- **CLEANER:** CONTAINS SOLVENTS TO DISSOLVE FIRING RESIDUE AND CARBON.
- **LUBRICANT:** LAYS DOWN A LAYER OF TEFLON AS IT DRIES TO PROVIDE LUBRICATION.
- **PRESERVATIVE:** IT PREVENTS RUST FROM FORMING.

**Q: WHAT ARE THE THREE LEVELS OF LUBRICATION FOR THE M16A2?**

A: THEY ARE:

- LIGHTLY LUBE
- GENEROUS LUBE
- SINGLE DROP

**Q: HOW OFTEN SHOULD A SOLDIER QUALIFY ON THEIR ASSIGNED WEAPON?**

A: AT LEAST ONCE A YEAR (ANNUALLY)

**Q: WHAT ARE THE FOUR PHASES IN RIFLE MARKSMANSHIP TRAINING?**

A: THEY'RE:

1. PHASE I: PRELIMINARY RIFLE INSTRUCTION

- |               |                                       |
|---------------|---------------------------------------|
| 2. PHASE II:  | DOWNRANGE FEEDBACK RANGE FIRING       |
| 3. PHASE III: | FIELD FIRING ON TRAIN-FIRE RANGES     |
| 4. PHASE IV:  | ADVANCED AND COLLECTIVE FIRING RANGES |

**Q: WHAT DO YOU ALWAYS INSPECT THE RIFLE FOR?**

A: CLEANLINESS AND SERVICEABILITY

**Q: WHAT ARE THE TWO BASIC FIRING POSITIONS?**

A: THEY'RE:

1. SUPPORTED FIGHTING POSITION
2. PRONE UNSUPPORTED FIGHTING POSITION

**Q: WHAT ARE THE FOUR BASIC FUNDAMENTALS OF RIFLE MARKSMANSHIP?**

A: THEY'RE

1. STEADY POSITION
2. AIMING
3. BREATH CONTROL
4. TRIGGER SQUEEZE

**Q: WHAT IS THE PURPOSE OF MECHANICAL ZERO?**

A: TO ALIGN THE SIGHTS WITH THE RIFLE BARREL, ALLOWING THE ROUND TO STRIKE THE POINT OF AIM OF A TARGET 300 METERS DOWN RANGE.

**Q: WHAT IS THE LARGER APERTURE, MARKED 0-2 ON THE M16A2, USED FOR?**

A: IT'S USED FOR ENGAGING MOVING TARGETS AND FOR LIMITED VISIBILITY.

**Q: WHAT IS THE UNMARKED APERTURE USED FOR?**

A: IT'S USED FOR NORMAL FIRING SITUATIONS, ZEROING AND WITH THE ELEVATION KNOB FOR TARGET DISTANCE UP TO 800 METERS.

**Q: WHICH SIGHT APERTURE IS USED FOR ZEROING?**

A: THE SMALL APERTURE.

**Q: WHAT DOES "8/3" STAND FOR?**

A: THE 3 REPRESENTS 300 METERS AND THE 8 REPRESENTS 800 METERS.

**Q: AT WHAT DISTANCE IS BATTLESIGHT ZERO SET?**

A: 300 METERS

**Q: HOW DO YOU ESTABLISH THE INITIAL SIGHT SETTING, 25 METERS?**

A: TO ESTABLISH THE INITIAL SIGHT SETTING YOU:

1. ADJUST THE FRONT SIGHT UP OR DOWN UNTIL THE BASE OF THE SIGHT POST IS FLUSH WITH THE SIGHT POST WELL.
2. TURN THE REAR WINDAGE KNOB UNTIL THE INDEX MARK ON THE 0-2 SIGHT IS ALIGNED WITH THE REAR SIGHT BASE INDEX.
3. THE ELEVATION KNOB IS TURNED ONE CLICK PAST THE 8/3 MARK.
4. THE ELEVATION KNOB REMAINS IN THIS POSITION UNTIL THE BATTLE SIGHT ZERO IS OBTAINED.

**Q: EACH CLICK OF THE ELEVATION KNOB CHANGES THE POINT OF IMPACT HOW MUCH AT 100 METERS?**

A: 1.1 INCH

**Q: WHAT IS A DA FORM 3595-R USED FOR?**

A: IT'S USED TO RECORD QUALIFICATION RESULTS.

**Q: WHAT ARE THE QUALIFICATION STANDARDS FOR A RECORD FIRE RANGE (POP-UP TARGETS)?**

A: THEY'RE:

- |                 |          |
|-----------------|----------|
| 1. EXPERT       | 36-40    |
| 2. SHARPSHOOTER | 30-35    |
| 3. MARKSMAN     | 23-29    |
| 4. UNQUALIFIED  | 22-BELOW |

**Q: WHAT IS A DA FORM 5790-R USED FOR?**

A: IT'S USED FOR THE SCALED TARGET ALTERNATE COURSE.

**Q: WHAT ARE THE QUALIFICATION RATINGS FOR THE ALTERNATE COURSE?**

A: THEY'RE:

- |                 |          |
|-----------------|----------|
| 1. EXPERT       | 38-40    |
| 2. SHARPSHOOTER | 33-37    |
| 3. MARKSMAN     | 26-32    |
| 4. UNQUALIFIED  | 25-BELOW |

**Q: WHAT'S THE REQUIRED NUMBER OF ROUNDS NEEDED IN ORDER TO ZERO?**

A: FIVE OUT OF SIX ROUNDS, IN TWO CONSECUTIVE SHOT GROUPS, STRIKING WITHIN THE 4CM CIRCLE ON THE ZERO TARGET.

**Q: WHAT IS MEANT BY IMMEDIATE ACTION?**

A: THE UNHESITATING APPLICATION OF A PROBABLE REMEDY TO REDUCE A STOPPAGE WITHOUT INVESTIGATING THE CAUSE.

**Q: WHAT IS REMEDIAL ACTION?**

A: IT'S THE CONTINUING EFFORT, THROUGH INSPECTION, TO RETURN A WEAPON TO OPERATION.

**Q: WHAT IS SPORTS?**

A: IT'S A TECHNIQUE FOR ASSISTING THE SOLDIER IN LEARNING THE PROPER PROCEDURES FOR APPLYING IMMEDIATE ACTION TO THE M16A2.

**Q: WHAT IS STOPPAGE?**

A: FAILURE TO COMPLETE THE CYCLE OF FUNCTION OF A WEAPON.

**Q: WHAT DOES THE ACRONYM SPORTS STAND FOR?**

A: IT STANDS FOR:

S-LAP UP ON THE BOTTOM OF THE MAGAZINE  
P-ULL THE CHARGING HANDLE TOT HE REAR  
O-BERVE THE CHAMBER FOR AN EJECTION OF THE ROUND  
R-ELEASE THE CHARGING HANDLE  
T-AP THE FORWARD ASSIST  
S-QUEEZE THE TRIGGER AGAIN

**Q: WHAT ARE THE THREE PRIMARY CATEGORIES OF MALFUNCTION?**

A: THEY'RE:

1. FAILURE TO FEED, CHAMBER OR LOCK
2. FAILURE TO FIRE CARTRIDGE
3. FAILURE TO EXTRACT AND EJECT

**Q: WHAT IS A COOK-OFF?**

A: IT'S A ROUND THAT FIRES AS A RESULT OF A HOT CHAMBER WITHOUT THE TRIGGER BEING PULLED.

**Q: HOW DO YOU AIM WHILE IN MOPP-4?**

A: YOU AIM BY CANTING THE WEAPON.

**Q: WHICH PUBLICATION IS USED TO MAINTAIN THE M16A2?**

A: TM 9-1005-319-10

**Q: HOW MANY CLICKS OF THE WINDAGE, OR ELEVATION KNOB, DOES IT TAKE TO MOVE THE STRIKE OF THE BULLET ONE SQUARE ON THE 25-METER TARGET?**

A: 3 CLICKS

**Q: WHAT ARE SOME TRAINING AIDS AND DEVICES THAT MUST BE INCLUDED IN A MARKSMANSHIP PROGRAM?**

A: THEY'RE

1. AIMING CARD
2. RIDDLE SIGHTING DEVICE
3. M16 SIGHTING DEVICE
4. BLANK FIRING ATTACHMENT
5. TARGET-BOX EXERCISES
6. BALL-AND DUMMY EXERCISES
7. DIME-(WASHER) METHOD
8. WEAPONER

**Q: WHAT IS A MULTI-PURPOSE ARCADE?**

A: A WEAPONS SIMULATOR

**Q: WHAT ARE THE TWO PRIMARY COMPONENTS THAT COMPOSE THE TRAINING STRATEGIES?**

A: INITIAL TRAINING  
SUSTAINMENT TRAINING

**Q: WHAT IS THE EFFECTIVE RANGE OF THE M16A2?**

A: DAYTIME AGAINST MAN-SIZED STATIONARY COMBAT TARGETS	50% PH AT 250 TO 300 METERS
--	--------------------------------

DAYTIME AGAINST MAN-SIZED MOVING TARGETS	30 TO 40 % PH AT 200 METERS COMBAT OR LESS
--	--

**Q: WHAT DOES PH STAND FOR?**

A: POSSIBLE HITS.

**Q: HOW MANY LANDS AND GROOVES DOES THE M16A2 HAVE?**

A: 6 LANDS AND GROOVES

**Q: WHAT DOES PMI STAND FOR?**

A: PRELIMINARY MARKSMANSHIP INSTRUCTION

**Q: WHEN AND FOR HOW LONG SHOULD SOLDIERS RECEIVE PMI?**

A: 4 HRS FOR BASIC RIFLE MARKSMANSHIP & MECHANICAL TRAINING.  
6 HRS OF FUNDAMENTALS OF RIFLE MARKSMANSHIP.

## **SITUATIONS**

**Q: IF YOU ARE PLANNING A TACTICAL ROAD MARCH FOR YOUR TEAM/SQUAD/SECTION AND YOU WANTED TO LIMIT THE OVERALL WEIGHT DUE TO LACK OF TRAINING. WHAT IS THE WEIGHT OF THE M16A2 WITH A 20-ROUND MAGAZINE AND 30-ROUND MAGAZINE?**

A: 20 ROUND MAGAZINE      8.48 LBS  
30 ROUND MAGAZINE      8.79 LBS

**Q: IF YOU ARE COACHING A SOLDIER ON THE M16 RANGE AND HIS WEAPON FAILS TO FIRE, WHAT ACTION WOULD YOU TAKE?**

A: IMMEDIATE ACTION IS SPORTS

**Q: AFTER APPLYING SPORTS, THE M16A2 FIRES AS A RESULT OF A HOT CHAMBER WITHOUT PULLING THE TRIGGER. WHAT IS THIS A RESULT OF?**

A: A COOK-OFF

**Q: YOUR TWO NEWLY ASSIGNED SOLDIERS ARE PREPARING TO ATTEND THE M16A2 RANGE. THEY ARE NOT TOO FAMILIAR WITH THE RIFLE AND NEED MORE TRAINING, HANDS ON PREFERABLY. WHAT AIDS COULD YOU USE TO ASSIST IN FURTHER TRAINING?**

A: AIMING CARDS, RIDDLE SIGHTING DEVICE, M16 SIGHTING DEVICE, BLANK FIRING ATTACHMENT, TARGET-BOX EXERCISES, BALL-AND-DUMMY EXERCISES, DIME-WASHER METHOD, AND/OR THE WEAPONEER

**Q: WHILE CONDUCTING BATTLESIGHT ZERO TRAINING YOUR SOLDIER MUST FIRE 5 OUT OF 6 ROUNDS IN TWO CONSECUTIVE SHOT GROUPS WITHIN WHAT SIZE?**

A: 4-CM CIRCLE ON A 25-METER ZERO TARGET

**Q: AT THE ZERO RANGE THERE ARE ALIBI FIRERS. WHY ARE THE FIRERS CONSIDERED ALIBIS?**

A: AN ALLOWABLE ALIBI IS A MALFUNCTION OF THE RIFLE OR AMMUNITION, WHICH IS NOT ASSOCIATED WITH FIRER ERROR. ROUNDS NOT EXPENDED DURING THE ALLOTTED TIME DO NOT CONSTITUTE AN ALIBI AND ARE COUNTED AS MISSES.

## **M203, GRENADE LAUNCHER** **FM 23-31, TM 9-1010-221-10**

**Q: WHAT IS THE DESCRIPTION OF THE M203 GRENADE LAUNCHER?**

A: A LIGHT WEIGHT, BREECH LOADED, PUMP ACTION, SLIDING BARREL, SINGLE SHOT, SHOULDER FIRED WEAPON ATTACHED TO THE M16A2 RIFLE.

**Q: WHAT IS THE WEIGHT OF THE M203?**

A: ATTACHED - 11.5 LBS  
UNATTACHED – 3.0 LBS

**Q: WHAT IS THE MAXIMUM EFFECTIVE RANGE?**

A: AREA TARGET        350 METERS  
POINT TARGET        150 METERS

**Q: WHAT IS THE MAXIMUM RANGE OF THE M203?**

A: 400 METERS

**Q: WHAT TYPE OF AMMUNITION DOES THE M203 USE?**

A: 40 MM CALIBER FIXED TYPE WEIGHING 8 OUNCES WITH AN APPROXIMATE DIAMETER OF 1.5 INCHES

**Q: WHAT ARE SIX COMMON MALFUNCTIONS OF THE M203?**

A: FAILURE TO COCK, FAILURE TO FIRE, FAILURE TO LOCK, FAILURE TO CHAMBER, FAILURE TO EXTRACT, FAILURE TO EJECT

## **HAND GRENADES**

### **FM 23-30**

**Q. WHAT ARE THE THREE (3) CHARACTERISTICS OF ALL HAND GRENADES?**

- A.
1. EMPLOYMENT RANGE IS SHORT
  2. EFFECTIVE CASUALTY RADIUS IS SMALL
  3. DELAY PERMITS SAFE THROWING

**Q. WHAT ARE THE THREE (3) MAIN PARTS OF A HAND GRENADE?**

A. BODY, FILLER, AND FUSE ASSEMBLY.

**Q. WHAT ARE THE TWO (2) TYPES OF FUSES USED IN HAND GRENADES?**

A. DETONATING AND IGNITING.

**Q. THE AVERAGE TIME DELAY FOR ALL FRAGMENTATION GRENADES IS?**

A. 4 TO 5 SECONDS.

**Q. WHAT ARE THE FOUR (4) GENERAL CATEGORIES OF HAND GRENADES?**

- A.
- FRAGMENTATION
  - SMOKE
  - RIOT CONTROL



- SPECIAL PURPOSE

**Q. HOW IS THE FRAGMENTATION EFFECT PRODUCED IN A M61 HAND GRENADE?**

A. FRAGMENTS ARE PRODUCED BY A SERRATED WIRE COIL FITTED TO THE INSIDE OF THE GRENADE BODY.

**Q. WHAT IS A M67 HAND GRENADE?**

A. FRAGMENTATION GRENADE.

**Q. HOW CAN YOU IDENTIFY A M67 FRAGMENTATION HAND GRENADE?**

A. OLIVE DRAB WITH A SINGLE YELLOW BAND.

**Q. WHAT IS THE CASUALTY RADIUS OF THE M67 HAND GRENADE?**

A. 15 METERS.

**Q. WHAT IS THE COLOR CODE FOR THE HAND GRENADES?**

A.

- FRAGMENTATION - OLIVE DRAB WITH A SINGLE YELLOW MARKING.
- CHEMICAL - GREY WITH ONE YELLOW BAND AND YELLOW MARKINGS.
- SMOKE - OLIVE DRAB WITH THE TOP INDICATING THE SMOKE COLOR.
- RIOT - GRAY WITH A RED BAND AND RED MARKINGS.
- OFFENSIVE - BLACK WITH YELLOW MARKINGS.
- INCENDIARY - GRAY WITH PURPLE MARKINGS AND A SINGLE PURPLE BAND.
- PRACTICE - LIGHT BLUE WITH WHITE MARKINGS.

**Q. WHAT TYPE OF SMOKE GRENADES WOULD YOU USE TO HIDE MOVEMENT?**

A. AN-M8 HC WHITE SMOKE. THE GRENADE EMITS A DENSE CLOUD OF WHITE SMOKE FOR 105 TO 150 SECONDS.

**Q. WHAT ARE THE THREE TYPES OF SPECIAL-PURPOSE HAND GRENADES?**

A. INCENDIARY, OFFENSIVE, AND PRACTICE.

**Q. WHAT IS THERMATE (TH3)?**

A. THERMATE IS THE INCENDIARY AGENT USED IN HAND GRENADES. IT BURNS FOR FORTY SECONDS AT A TEMPERATURE OF 4000 DEGREES AND WILL BURN THROUGH 1/2 HOMOGENEOUS STEEL PLATE.

**Q. WHAT IS THE PURPOSE OF AN OFFENSIVE HAND GRENADE?**

A. IT IS DESIGNED TO PRODUCE CASUALTIES DURING CLOSE COMBAT WHILE MINIMIZING DANGER TO FRIENDLY FORCES.

**Q. HOW CAN YOU IDENTIFY AN M69 PRACTICE GRENADE?**

A. IT IS PAINTED LIGHT BLUE WITH WHITE MARKINGS.

**Q. WHAT ARE THE THREE FUNDAMENTALS OF HAND GRENADE TRAINING?**

A. THE FUNDAMENTALS ARE PROPER CARRYING, GRIPPING, AND THROWING TECHNIQUES OF HAND GRENADES.

**Q. WHICH FUNDAMENTAL OF HAND GRENADE TRAINING IS THE MOST NEGLECTED?**

A. HAND GRENADE CARRYING.

**Q. HOW DO YOU HOLD A HAND GRENADE?**

A. THE GRENADE IS HELD IN THE THROWING HAND WITH THE SAFETY LEVER PLACED BETWEEN THE FIRST AND SECOND JOINTS OF THE THUMB; IF YOU ARE RIGHT-HANDED, THE GRENADE IS HELD UPRIGHT WITH THE PULL PIN AWAY FROM THE PALM IN THE THROWING HAND; IF YOU ARE LEFT-HANDED, THE GRENADE IS INVERTED WITH THE PULL PIN AWAY FROM THE PALM IN THE THROWING HAND.

**Q. WHY IS IT RECOMMENDED TO USE HAND GRENADES WHENEVER POSSIBLE?**

A. HAND GRENADES ARE EMPLOYED TO PREVENT GIVING AWAY POSITION, TO SAVE AMMUNITION, AND TO INFLICT GREATER CASUALTIES.

**Q. TO ACHIEVE ABOVE-GROUND DETONATION WHEN ENGAGING BUNKER-TYPE EMPLACEMENTS, HOW LONG DO YOU HOLD THE HAND GRENADE BEFORE THROWING IT?**

A. AFTER RELEASING THE SAFETY LEVER, COUNT ONE THOUSAND ONE, ONE THOUSAND TWO, AND THEN THROW THE GRENADE.

**Q. WHAT IS THE INTENDED OUTCOME OF ALL HAND GRENADE TRAINING?**

A. TO PRODUCE SOLDIERS THAT IS PROFICIENT IN THE USE OF HAND GRENADES IN ANY TACTICAL SITUATIONS.

**Q. ONCE THE PIN HAS BEEN PULLED, WHAT MUST BE DONE WITH THE GRENADE**

A. IT MUST BE THROWN.

**Q. WHAT ACTION IS TAKEN BY A PIT SAFETY NCO WHEN A CASUALTY PRODUCING HAND GRENADE IS DROPPED IN A THROWING PIT WITH KNEE WALL?**

A. THE THROWING PIT SAFETY NCO WOULD REACT BY YELLING "GRENADE" TO ALERT ALL OTHER PERSONNEL IN THE AREA AND BY PHYSICALLY PUSHING THE THROWER OVER THE KNEE WALL, FALLING ON TOP OF HIM.

**Q. WHAT IS A HAND GRENADE?**

A. HAND GRENADE IS A SMALL BOMB OF A SIZE AND SHAPE CONVENIENT FOR THROWING BY HAND OR LAUNCHING FROM A RIFLE.

**Q. WHAT ARE FOUR WAYS THAT HAND GRENADES CAN ASSIST IN ACCOMPLISHING VARIOUS MISSIONS?**

A.

- TO SUPPLEMENT SMALL ARMS AGAINST AN ENEMY IN CLOSE COMBAT
- FOR PRODUCING A RIOT CONTROL AGENT
- FOR SMOKE SCREENING AND SIGNALING
- FOR INCENDIARY.

**Q. WHAT ARE THE TWO TYPES OF RIOT CONTROL HAND GRENADES THAT ARE AVAILABLE TO CONTROL RIOTS, MOBS, AND OTHER DISTURBANCES?**

A. ABC-M7A2 AND ABC M7A3 RIOT CONTROL HAND GRENADES.

**Q. HOW SHOULD YOU "NEVER" CARRY A HAND GRENADE?**

A. NEVER CARRY HAND GRENADES BY SAFETY PULL RING OR SAFETY CLIP.

## **CHAIN OF COMMAND**

### **AR 600-20**

**Q: ON WHAT DATE WAS THE NCO SUPPORT CHANNEL FORMALLY RECOGNIZED?**

A: 20 DECEMBER 1976

**Q: WHAT ARE THE THREE FORMAL CHANNELS OF COMMUNICATION IN THE ARMY?**

A: THEY ARE:

1. CHAIN OF COMMAND
2. NCO SUPPORT CHANNEL
3. STAFF AND TECHNICAL CHANNELS

**Q: WHAT CHANNEL OF COMMUNICATION REINFORCES THE CHAIN OF COMMAND?**

A: THE NCO SUPPORT CHANNEL

**Q: DESCRIBE THE STRUCTURE OF THE NCO SUPPORT CHANNEL?**

A: IT BEGINS WITH THE COMMAND SERGEANT MAJOR OF THE ARMY AND ENDS WITH THE SECTION, SQUAD, OR TEAM LEADER

**Q: WHAT DOES THE TERM CHAIN OF COMMAND MEAN?**

A: SUCCESSION OF COMMANDERS THROUGH WHICH COMMAND IS EXERCISED.

**Q: WHO IS THE ONLY PERSON IN BOTH THE CHAIN OF COMMAND AND THE NCO SUPPORT CHANNEL?**

A: FIRST LINE SUPERVISOR (I.E. SECTION, SQUAD, OR TEAM LEADER)

**Q: WHAT IS THE DIFFERENCE BETWEEN PAY GRADE AND RANK?**

A: PAY GRADE USED FOR PAY MANAGEMENT. WHEN REFERRING TO A PERSON ORALLY OR IN WRITING, THEY SHOULD BE ADDRESSED BY THEIR RANK.

**Q: WHAT IS AN "ADC-S?" "ADC-M?"**

A: ASSISTANT DIVISION COMMANDER FOR SUPPORT, ASSISTANT DIVISION COMMANDER FOR MANEUVER.

**Q: OF THE ADC-S AND ADC-M, WHICH IS THE RANKING?**

A: THE ADC-M

# Chain of Command

## Chain of Command

COMMANDER-IN-CHIEF

PRES GEORGE W. BUSH

SECRETARY OF DEFENSE

HON DONALD RUMSFELD

ARMY CHIEF OF STAFF

GEN PETER J. SCHOOMAKER

FORSCOM COMMANDER

GEN DAN K. MCNEILL

III CORPS COMMANDER

LTG THOMAS F. METZ

DIVISION COMMANDER

MG PETER W. CHIARELLIE

BATTALION COMMANDER

LTC CHRISTOPHER S. BALLARD

COMPANY COMMANDER

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# NCO Support Channel

## NCO Support Channel

SERGEANT MAJOR OF THE ARMY

SMA KENNETH O. PRESTON

FORSCOM CSM

CSM CARL E. CHRISTIAN

III CORPS CSM

CSM WILLIAM J. GAINES

DIVISION CSM

CSM RICHARD HERNANDEZ

BATTALION CSM

CSM CHARLES JOHNSON

FIRST SERGEANT

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**CUSTOMS AND COURTESY**  
**AR 600-25/FM 22-5, DRILL & CEREMONY**

**Q: WHAT TWO ARMY PUBLICATIONS COVER OR HAVE INFORMATION REGARDING MILITARY CUSTOMS AND COURTESY?**

A: FM 22-5 AND AR 600-25 (APPENDIX A)

**Q: WHAT IS MILITARY COURTESY?**

A: THE RESPECT AND CONSIDERATION SHOWN BY MILITARY PERSONNEL TO OTHERS.

**Q: WHAT IS CONSIDERED TO BE THE MOST IMPORTANT OF ALL MILITARY COURTESIES?**

A: THE HAND SALUTE

**Q: HOW ARE MILITARY FLAGS CLASSIFIED?**

A: STORM                5' X 9'6"  
    POST                8'11 X 17'  
    GARRISON          20' X 38'

**Q: WHEN DOES INDIVIDUALS IN FORMATION SALUTE?**

A:

- AT REVEILLE AND RETREAT CEREMONIES
- WHEN THE UNITED STATES "NATIONAL ANTHEM" IS PLAYED
- WHEN "TO THE COLORS" IS PLAYED
- DURING RAISING AND LOWERING OF THE FLAG

**Q: WHEN ARE SALUTES NOT REQUIRED?**

A:

- WHEN ACTIVELY PARTICIPATING IN PHYSICAL TRAINING
- WHEN DRIVING A PRIVATELY OWNED VEHICLE
- INDOORS, EXCEPT WHEN REPORTING TO AN OFFICER OR WHEN DUTY AS A GUARD
- WHEN A PRISONER
- DURING PHYSICAL FITNESS

**Q: AT WHAT DISTANCE DO YOU SALUTE AN OFFICER WHILE OUTDOORS?**

A: APPROXIMATELY SIX PACES. HOLD THE SALUTE UNTIL RETURNED BY THE OFFICER AND GREET HIM/HER.

**Q: WHAT IS THE PROPER PROCEDURE FOR REPORTING INDOORS?**

A: REMOVE HEADGEAR (EXCEPT UNDER ARMS), APPROACH TO WITHIN TWO PACES OF THE DESK, HALT, SALUTE AND REPORT. "SIR, MA'AM, PRIVATE JONES REPORTS".

**Q: WHAT TWO BUGLE CALLS ARE NORMALLY HEARD AT "RETREAT"?**

A: "RETREAT" AND "TO THE COLORS"

**Q: WHAT IS RETREAT?**

A: IT'S THE OLD CAVALRY CALL "TO THE STANDARD", IN USE FROM ABOUT 1835, REPLACED BY THE PRESENT CALL OF "TO THE COLORS", A CEREMONY WHICH THE UNIT HONORS THE US FLAG WHEN IT'S LOWERED IN THE EVENING.

**Q: WHAT IS "REVEILLE"?**

A: ORIGINALLY IN 1812, IT WAS A DRUM CALL TO SIGNIFY THAT SOLDIERS SHOULD RISE FOR DAY DUTY AND SENTRIES RELIEVED FROM POST. NOT INTENDED FOR HONORS TO THE FLAG, IT CAME TO DENOTE WHEN THE FLAG WAS RAISED IN THE MORNING AND HONORS PAID TO IT. TODAY REVEILLE IS A CEREMONY IN WHICH A UNIT HONORS THE US FLAG AS IT'S RAISED IN THE MORNING.

**Q: HOW LONG IS "REVEILLE"?**

A: 20 SECONDS

**Q: HOW LONG IS "RETREAT"?**

A: 40 SECONDS

**Q: SHOULD THE "PLEDGE OF ALLEGIANCE" BE RECITED IN FORMATION?**

A: NO

**Q: IF YOU'RE OUTDOORS AND YOU HEAR THE "NATIONAL ANTHEM", "TO THE COLORS", "REVEILLE", OR HAIL TO THE CHIEF", WHAT ARE YOUR ACTIONS?**

A: FACE THE FLAG OR (THE MUSIC IF THE FLAG IS NOT IN VIEW), STAND AT ATTENTION AND RENDER THE PRESCRIBED SALUTE.

**Q: WHAT IS THE PROPER TITLE FOR SGT THRU MSG?**

A: SERGEANT

**Q: WHEN ARE YOU REQUIRED TO SALUTE A NONCOMMISSIONED OFFICER?**

A: WHEN REPORTING TO THE PRESIDENT OF THE BOARD, WHEN REPORTING IN FIRST FORMATION, AND WHEN TURNING OVER A FORMATION

**Q: HOW DO YOU ADDRESS AN E-9?**

A: SERGEANT MAJOR

**Q: WHEN WALKING OUTDOORS, WERE SHOULD THE JUNIOR RANKING SOLDIER ALWAYS WALK IN RELATION TO THE SENIOR?**

A: ALWAYS ON THE LEFT

**Q: HOW MANY TYPES OF COMMANDS ARE THERE?**

A: THERE ARE FIVE:

1. TWO PART COMMAND
2. COMBINED COMMAND
3. SUPPLEMENTARY COMMAND
4. MASS COMMAND
5. DIRECTIVES

**Q: WHAT IS VOICE CONTROL?**

A: IT'S THE LOUDNESS OF A COMMAND THAT'S ADJUSTED BY THE NUMBER OF SOLDIERS IN THE UNIT.

**Q: WHAT IS DISTINCTIVENESS?**

A: IT'S THE PROPER USE OF THE TONGUE, LIPS, AND TEETH, WHICH FORM THE SEPARATE SOUNDS OF A WORD AND GROUP THE SOUNDS INTO SYLLABLES.

**Q: WHAT IS INFLECTION?**

A: IT'S THE RISE AND FALL IN PITCH AND THE TONE CHANGES OF THE VOICE

**Q: WHAT IS CADENCE?**

A: IT'S A UNIFORM AND RHYTHMIC FLOW OF WORDS

**Q: HOW MANY TYPES OF FORMATIONS ARE THERE?**

A: THERE ARE 4:

1. BATTERY IN LINE WITH PLATOONS IN LINE
2. BATTERY IN COLUMN WITH PLATOONS IN COLUMN
3. BATTERY IN COLUMN WITH PLATOONS IN LINE (USED FOR CEREMONIES)
4. BATTERY IN MASS FORMATION

**Q: HOW MANY TYPES OF FUNERALS ARE THERE?**

A: THERE ARE TWO (2):

1. CHAPEL SERVICE FOLLOWED BY MOVEMENT TO THE GRAVE OR PLACE OF LOCAL DISPOSITION WITH THE PRESCRIBED ESCORT.
2. WITH GRAVESIDE SERVICE ONLY

**Q: WHAT DOES A FULL MILITARY FUNERAL NORMALLY CONSIST OF?**

A: IT CONSISTS OF:

1. BAND



2. ESCORT APPROPRIATE TO THE GRADE OF THE DECEASED, INCLUDING A FIRING PARTY AND BUGLER
3. COLORS
4. CLERGY
5. HEARSE AND ACTIVE PALLBEARERS
6. HONORARY PALLBEARERS
7. PERSONAL COLOR (IF APPROPRIATE)

**Q: HOW IS THE US FLAG FLOWN ON MEMORIAL DAY?**

A: AT HALF STAFF

**Q: WHAT TYPE OF SALUTE IS RENDERED ON MEMORIAL DAY UNTIL 1200 HRS AND THEN RAISED UNTIL RETREAT?**

A: 21 GUN SALUTE

**Q: TO WHO ARE THE 50 GUN SALUTE RENDERED?**

A: TO THE UNION (SALUTE TO THE UNION)

**Q: HOW MANY GUN SALUTES ARE GIVEN TO THE FOLLOWING?**

A:	TO	ARRIVAL	DEPARTURE
	PRESIDENT	21	21
	EX-PRESIDENT	21	21
	VICE-PRESIDENT	19	NONE

**Q: WHAT IS COVERED UNDER AR 600-25?**

A: SALUTE, HONORS, AND VISITS OF COURTESY.

**Q: WHAT IS THE ORIGIN OF THE SALUTE?**

A: HISTORIANS BELIEVE IT BEGUN IN THE LATE ROMAN TIMES WHEN ASSASSINATIONS WERE COMMON. BY 1820 THE MOTION OF TOUCHING THE HAT WAS MODIFIED.

#### SITUATIONS

**Q: WHILE MARCHING TROOPS RETREAT AND "TO THE COLORS" SOUND. WHO SALUTES?**

A: YOU WOULD TELL YOUR SOLDIERS TO HALT, FACE THEM TOWARDS THE FLAG OR IN THE DIRECTION OF THE MUSIC. CALL THEM TO PARADE REST WHILE RETREAT IS PLAYING. WHEN "TO THE COLORS" BEGIN CALL THE SOLDIERS TO ATTENTION AND ALL WILL PRESENT ARMS.

**Q: WHILE ON GATE GUARD A POV (PRIVATELY OWNED VEHICLE) APPROACHES AND YOU RECOGNIZE THE DRIVER TO BE A CAPTAIN. WHAT IS YOUR REACTION?**

A: THE GATE GUARD WILL SALUTE

**Q: IT IS 1700 HOURS AND YOU ARE THE ONLY ONE INSIDE YOUR OFFICE. RETREAT AND "TO THE COLORS" SOUND, WHAT SHOULD YOU DO?**

**A: COME TO THE POSITION OF ATTENTION FACING THE SOUND OF THE MUSIC.**

## **EDUCATION PROGRAMS**

### **AR 621-5**

**Q: WHAT AR COVERS ACES?**

A: AR 621-5

**Q: WHAT IS ACES?**

A: ARMY CONTINUING EDUCATION SYSTEM

**Q: WHAT DOES ACES PROVIDE?**

A: IT PROVIDES EDUCATION SERVICES AND PROGRAMS THAT PROMOTE PROFESSIONAL AND PERSONAL DEVELOPMENT FOR SOLDIERS, FAMILY AND DEPARTMENT OF THE ARMY CIVILIANS.

**Q: WHAT KIND OF PROGRAMS DOES ACES PROVIDE?**

A: THEY PROVIDE:

1. NCO LEAD COURSE
2. FUNCTIONAL ACADEMIC SKILLS TRAINING (FAST)
3. TESTING SERVICES
4. ENGLISH COMPREHENSION
5. TEST OF GENERAL EDUCATION DEVELOPMENT (GED)
6. ARMY LEARNING CENTERS AND MOS LIBRARY
7. DANTES SUBJECT STANDARDIZED TESTS (DSST)
8. TUITION ASSISTANCE (TA)
9. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

**Q: WHAT DOES THE NCO LEAD COURSE DO FOR THE SOLDIERS?**

A: IT ASSISTS THE SOLDIER/NCO BY BETTERING THEIR ROLES AS SUPERVISORS, AND MANAGERS AND COMMUNICATORS.

**Q: WHAT IS FAST?**

A: FUNCTIONAL ACADEMIC SKILLS TRAINING

**Q: HOW DOES FAST HELP?**

A: IT IMPROVES JOB PERFORMANCE AND PROMOTES GT IMPROVEMENT, RETENTION AND RE-ENLISTMENT OPTIONS.

**Q. WHAT DOES "SWEEP" STAND FOR?**

A. **STUDENT WORK EXPERIENCE EVALUATION PROGRAM.** THE SWEEP PROCESS IS USED TO EVALUATE THE PRIOR LEARNING PRESENTED BY THE STUDENT. THIS CREDIT IS GIVEN THROUGH:

- **PORTFOLIO:** LEARNING ABOUT A PARTICULAR SUBJECT THROUGH EXPERIENCES SUCH AS INDEPENDENT READING AND STUDY, OR PARTICIPATION IN FORMAL

LEARNING ACTIVITIES SPONSORED BY ASSOCIATIONS, BUSINESS, GOVERNMENT, INDUSTRY, UNIONS, AND THE MILITARY.

- **STANDARDIZED TESTING:** LEARNING ABOUT A PARTICULAR SUBJECT DEMONSTRATED THROUGH ACHIEVEMENT OF A CERTAIN SCORE ON NATIONALLY ACCEPTED TESTS SUCH AS CLEP, DANTES, AND ACT-PEP.
- **PUBLISHED GUIDE:** LEARNING ABOUT A PARTICULAR SUBJECT THAT HAS BEEN EVALUATED BY A NATIONALLY RECOGNIZED ORGANIZATION, SUCH AS THE AMERICAN COUNCIL ON EDUCATION (ACE); WAS GIVEN IN A NONTRADITIONAL SETTING, SUCH AS IN A MILITARY OR INDUSTRY CLASSROOM; AND IS PUBLISHED IN AN OFFICIAL DOCUMENT OF THE EVALUATING ORGANIZATION.

**Q: HOW MANY LEVELS OF NCO SCHOOLS ARE THERE?**

A: THERE ARE FOUR:

1. PLDC (PRIMARY LEADERSHIP DEVELOPMENT COURSE)
2. BNCOC (BASIC NONCOMMISSIONED OFFICERS COURSE)
3. ANCOC (ADVANCED NONCOMMISSIONED OFFICERS COURSE)
4. CSM ACADEMY

**Q: WHAT IS THE READ TO LEAD PROGRAM?**

A: AT LEAST 10<sup>TH</sup> GRADE IN READING AND MATH ON THE TABE TO ATTEND ANY MILITARY SCHOOL

**Q: WHAT IS TABE?**

A: TEST FOR ADULTS BASIC EDUCATION.

**Q: WHAT IS SOCAD?**

A: SERVICE MEMBER'S OPPORTUNITY COLLEGE ASSOCIATES DEGREE

**Q: WHAT IS THE HIGHEST ACES COURSE?**

A: ADVANCED LEADERSHIP COURSE

**Q: WHAT IS ACES MISSION?**

A: IT'S MISSION IS TO IMPROVE THE COMBAT READINESS OF THE TOTAL ARMY BY PLANNING, RESOURCING, AND IMPLEMENTING EDUCATIONAL PROGRAMS AND SERVICES TO SUPPORT THE PROFESSIONAL AND PERSONAL DEVELOPMENT OF QUALITY SOLDIERS, ADULT FAMILY MEMBERS, AND DAC'S.

**Q: WHAT IS "TA"?**

A: TUITION ASSISTANCE - A FINANCIAL GRANT TO DEFRAY THE COST OF TUITION FOR ACTIVE DUTY PERSONNEL.

**Q: EXPLAIN TUITION ASSISTANCE.**

A: THE ARMY PAYS 75% OF SOLDIERS COLLEGE TUITION.

**Q: WHEN SHOULD A SOLDIER BE SENT TO TRANSITION MANAGEMENT?**

A: 6 MONTHS PRIOR TO ETS DATE

**Q: WHAT IS THE TRANSITION MANAGEMENT PROGRAM?**

A: DESIGNED TO HELP THE ETS-ING SOLDIER FURTHER THEIR EDUCATION AFTER LEAVING ACTIVE DUTY.

**Q: WHAT ARE SOME SERVICES OF ACES?**

A: IT OFFERS:

1. BSEP-BASIC SKILLS EDUCATION PROGRAM
2. ESL-ENGLISH AS A SECOND LANGUAGE
3. HSCP-HIGH SCHOOL COMPLETION PROGRAM
4. MOS RELATED DEVELOPMENT COURSES
5. TYPING
6. DANTES-DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT ACTIVITIES
7. SOCAD-SERVICE MEMBERS OPPORTUNITY COLLEGES ASSOCIATES DEGREE PROGRAM
8. EDUCATION COUNSELING SERVICES
9. TUITION ASSISTANCE
10. VEAP/GI BILL

**Q: IF A SOLDIER HAD A GT SCORE OF LESS THAN 110, WHAT PROGRAM WOULD YOU REFER THEM TO?**

A: BSEP (NORMALLY SOLDIERS HAVING A GT BELOW 100 WILL AUTOMATICALLY BE ELIGIBLE FOR ATTENDANCE. HOWEVER, SOLDIERS HAVING A GT BETWEEN 100 AND 110 MAY ATTEND).

**Q: WHAT ARE SOME TESTS ADMINISTERED UNDER DANTES?**

A: THEY ARE:

1. GED-GENERAL EDUCATION DEVELOPMENT EQUIVALENCY DIPLOMA
2. CLEP-COLLEGE LEVEL EXAM PROGRAM
3. ACT-AMERICAN COLLEGE TEST
4. SAT-SCHOLASTIC APTITUDE TEST

## **ARMY UNIVERSITY ACCESS ONLINE**

**Q: EXPLAIN EVERYTHING YOU KNOW ABOUT AUAO.**

A: BE PREPARED TO EXPLAIN, IN YOUR OWN WORDS, WHAT THIS PROGRAM IS ABOUT AND HOW ONE GOES ABOUT ENROLLING.

**SEE AUAO UNDER "ARMY PROGRAMS" SECTION**

## **FIRST AID**

### **FM 21-11**

**Q: WHAT PUBLICATION COVERS FIRST AID?**

A: FM 21-11

**Q: WHAT IS FIRST AID?**

A: FIRST CARE GIVEN TO THE SICK OR INJURED BEFORE MEDICAL PERSONNEL ARRIVE.

**Q: WHAT THREE TASKS ARE CONSIDERED TO BE THE BASICS OF FIRST AID?**

A: THEY'RE:

1. CHECK FOR BREATHING
2. CHECK FOR BLEEDING
3. CHECK FOR SHOCK

**Q: WHAT ARE THE THREE BASIC MEASURES (LIFE SAVING STEPS)?**

A: THEY'RE

1. OPEN THE AIRWAY AND RESTORE BREATHING
2. STOP THE BLEEDING AND PROTECT THE WOUND
3. CHECK AND TREAT FOR SHOCK

**Q: WHAT IS CPR?**

A: CARDIOPULMONARY RESUSCITATION

**Q: WHILE MAINTAINING AN OPEN AIRWAY, THE RESCUER SHOULD CHECK FOR BREATHING BY OBSERVING THE CASUALTY'S CHEST AND PERFORMING WHAT THREE ACTIONS WITHIN THREE TO FIVE SECONDS?**

A: THE THREE ACTIONS ARE:

1. LOOK: FOR THE CHEST TO RISE.
2. LISTEN: FOR AIR ESCAPING DURING EXHALATION BY PLACING YOUR EAR NEAR THE CASUALTY'S MOUTH.
3. FEEL: FOR THE FLOW OF AIR ON YOUR CHEEK.

**Q: WHAT ARE THE FIVE PRESCRIBED METHODS (IN ORDER OF PRECEDENCE) FOR CONTROLLING BLEEDING?**

A: THEY'RE:

1. FIELD DRESSING
2. MANUAL PRESSURE
3. ELEVATION
4. PRESSURE DRESSING
5. TOURNIQUET

**Q: HOW MANY PRESSURE POINTS ARE THERE TO CONTROL BLEEDING?**

A: 11 (NOTE: NECK, SCALP, LOWER FACE, SHOULDER, ELBOW, HAND, THIGH, LOWER LEG, FOOT, UPPER ARM, LOWER ARM)

**Q: WHO SHOULD LOOSEN A TOURNIQUET ONCE IT'S APPLIED?**

A: ONLY MEDICAL PERSONNEL

**Q: HOW SHOULD A TOURNIQUET BE PLACED ON AN INJURED LIMB?**

A: BETWEEN THE WOUND AND THE HEART, 2 TO 4 INCHES ABOVE THE WOUND, NEVER DIRECTLY ON A JOINT.

**Q: HOW TIGHT SHOULD A TOURNIQUET BE?**

A: TIGHT ENOUGH TO STOP THE BRIGHT RED BLEEDING

**Q: WHAT ARE THE SIGNS/SYMPTOMS OF SHOCK?**

A: THEY'RE:

1. SWEATY BUT COOL SKIN (CLAMMY SKIN)
2. PALENESS OF THE SKIN
3. RESTLESSNESS, NERVOUSNESS
4. THIRST
5. LOSS OF BLOOD
6. CONFUSION (OR LOSS OF AWARENESS)
7. BLOTCHY OR BLUISH SKIN
8. NAUSEA AND/OR VOMITING

**Q: WHAT IS THE EIGHT STEPS IN PROPERLY EVALUATING A CASUALTY?**

A: THEY'RE:

1. CHECK FOR RESPONSIVENESS
2. CHECK FOR BREATHING
3. CHECK FOR PULSE
4. CHECK FOR BLEEDING
5. CHECK FOR SHOCK
6. CHECK FOR FRACTURES
7. CHECK FOR BURNS
8. CHECK FOR POSSIBLE HEAD INJURY

**Q: WHAT ARE THE TWO VITAL BODY FUNCTIONS?**

A: THEY'RE:

1. RESPIRATION
2. BLOOD CIRCULATION

**Q: IN THE CASE OF AN ABDOMINAL INJURY, HOW SHOULD THE LEGS BE POSITIONED?**

A: PLACE THE KNEES IN AN UPRIGHT (FLEXED) POSITION

**Q: WHAT ARE THE FOUR ADVERSE CONDITIONS THAT AFFECT LIFE?**

A: THEY'RE:

1. LACK OF OXYGEN
2. BLEEDING
3. SHOCK
4. INFECTION

**Q: WHAT ARE SOME OF THE SIGNS/SYMPTOMS OF A SEVERE HEAD INJURY?**

A: THEY'RE:

1. NAUSEA OR VOMITING
2. LOSS OF MEMORY
3. CONFUSION
4. HEADACHE
5. DIZZINESS

**Q: WHAT ARE THE FOLLOWING: ABRASION, CONTUSION, LACERATION, AND AVULSION?**

A: ABRASION:	A SCRAPE OF THE SKIN
CONTUSION:	INJURY WITHOUT A BREAK IN THE SKIN
LACERATION:	CUTS OR BREAKS IN THE SKIN
AVULSION:	A RIP IN THE SKIN

**Q: WHAT IS A FRACTURE?**

A: A BREAK IN THE BONE

**Q: WHAT ARE THE TWO KINDS OF FRACTURES?**

A: OPEN - BONE PROTRUDING THROUGH THE SKIN.  
CLOSED - DOES NOT BREAK THE OVERLYING SKIN.

**Q: WHAT IS AN "ANATOMICAL SPLINT"**

A: USING AN UNINJURED PART OF THE BODY AS A SPLINT WHEN NO OTHER MATERIAL IS AVAILABLE.

**Q: WHAT ARE THE THREE TYPES OF HEAT INJURIES?**

A: HEAT CRAMPS  
HEAT EXHAUSTION  
HEAT STROKE

**Q: WHAT ARE THE SIGNS/SYMPTOMS OF HEAT CRAMPS?**

A: THEY'RE:



1. MUSCLE CRAMPS IN THE EXTREMITIES
2. MUSCLE CRAMPS OF THE ABDOMEN
3. HEAVY SWEATING
4. THIRST

**Q: WHOSE BANDAGE DO YOU USED TO TREAT A CASUALTY?**

A: THE CASUALTY'S

**Q: WHAT ARE THE SIGNS/SYMPTOMS OF HEAT EXHAUSTION?**

A: THEY'RE;

1. HEAVY SWEATING
2. HEADACHE
3. WEAKNESS
4. DIZZINESS
5. LOSS OF APPETITE

**Q: WHAT ARE THE SINGS/SYMPTOMS OF HEAT STROKE?**

A: THEY'RE:

1. CASUALTY'S SKIN IS RED
2. WEAKNESS
3. DIZZINESS
4. CONFUSION
5. HEADACHE
6. SEIZURES
7. NAUSEA
8. RESPIRATION AND PULSE MAY BE RAPID AND WEAK

**Q: NAME THE COLD WEATHER INJURIES?**

A: CHILBLAIN  
IMMERSION SYNDROME  
FROSTBITE  
SNOW BLINDNESS  
DEHYDRATION  
HYPOTHERMIA

**Q: WHAT COMES IN THE NERVE AGENT ANTIDOTE KIT?**

A: ONE ATROPINE AUTO-INJECTOR  
ONE PRALDOXINE CHLORIDE AUTO-INJECTOR

**Q: HOW LONG SHOULD MANUAL PRESSURE BE APPLIED?**

A: 5-10 MINUTES

**Q: WHAT ARE THE EIGHT MILD SYMPTOMS OF NERVE AGENT POISONING?**

A: THEY'RE:

1. UNEXPLAINED RUNNY NOSE
2. UNEXPLAINED SUDDEN HEADACHE
3. SUDDEN DROOLING
4. DIFFICULTY SEEING
5. TIGHTNESS OF THE CHEST
6. LOCALIZED SWEATING
7. STOMACH CRAMPS
8. NAUSEA

**Q: WHAT ARE THE SEVEN SEVERE SYMPTOMS OF NERVE AGENT POISONING?**

A: THEY'RE:

1. STRANGE OR CONFUSED BEHAVIOR
2. WHEEZING, DIFFICULTY IN BREATHING
3. SEVERELY PINPOINTED PUPILS
4. LOSS OF BLADDER
5. CONVULSIONS
6. UNCONSCIOUSNESS
7. STOPPAGE OF BREATHING

**Q: WHAT IS BATTLE FATIGUE?**

A: IT'S A TEMPORARY EMOTIONAL DISORDER OR INABILITY TO FUNCTION, EXPERIENCED BY A PREVIOUSLY NORMAL SOLDIER AS A REACTION TO THE OVERWHELMING OR CUMULATIVE STRESS OF COMBAT.

**Q: WHAT IS THE BEST CURE FOR BATTLE FATIGUE?**

A: REASSURANCE, REST, PHYSICAL REPLENISHMENT, AND ACTIVITIES TO RESTORE CONFIDENCE.

**Q: WHAT ARE THE THREE TYPES OF BLEEDING?**

A: THEY'RE:

1. ARTERIAL-BRIGHT RED
2. VENOUS-SPURTS
3. CAPILLARY-OOZES

**Q: WHAT ARE THE FOUR COMMON POINTS TO CHECK FOR PULSE?**

A: THEY'RE:

1. THE SIDE OF THE NECK
2. GROIN
3. WRIST
4. ANKLE

**Q: WHAT IS THE ALTERNATE METHOD OF CONTROLLING BLEEDING?**

A: DIGITAL PRESSURE (PRESSURE POINT)

**Q: WHERE ARE THE ONLY PLACES A TOURNIQUET CAN BE PLACED?**

A: ON THE ARM(S) OR LEG(S)

**Q: HOW MANY TYPES OF BURNS ARE THERE, AND WHAT ARE THEY?**

A: THERE ARE 4:

1. THERMAL BURNS
2. ELECTRICAL BURNS
3. CHEMICAL BURNS
4. LASER BURNS

**Q: HOW MANY MANUAL CARRIES ARE THERE, AND WHAT ARE THEY?**

A: THERE ARE 14:

**ONE-MAN CARRY**

1. FIREMAN'S CARRY
2. SUPPORT CARRY
3. ARMS CARRY
4. SADDLEBACK CARRY
5. PACK-STRAP CARRY
6. PISTOL-BELT CARRY
7. PISTOL-BELT DRAG
8. NECK DRAG
9. CRADLE DROP DRAG

**TWO-MAN CARRY**

1. TWO-MAN SUPPORT CARRY
2. TWO-MAN ARMS CARRY
3. TWO-MAN FORE-AND AFT CARRY
4. TWO-MAN SEAT CARRY
5. FOUR HAND SEAT CARRY

**Q: HOW DO YOU TREAT A CHEST WOUND?**

A:

1. EVALUATE THE CASUALTY
2. EXPOSE THE WOUND
3. OPEN THE CASUALTY'S FIELD DRESSING PLASTIC WRAPPER
4. PLACE THE WRAPPER OVER THE WOUND
5. APPLY THE DRESSING TO THE WOUND
6. POSITION THE CASUALTY ON THE INJURED SIDE OR SITTING POSITION

**Q: HOW DO YOU TREAT AN ABDOMINAL WOUND?**

A:

1. EVALUATE THE CASUALTY
2. POSITION THE CASUALTY (ON BACK, KNEES UPRIGHT "FLEXED")
3. EXPOSE THE WOUND
4. APPLY THE FIELD DRESSING
5. SEEK MEDICAL AID.
6. NOTIFY MEDICAL PERSONNEL

**Q: WHAT ARE THE PRESCRIBED METHODS FOR OPENING THE AIRWAY?**

**A: THERE ARE 2:**

1. JAW THRUST METHOD
2. HEAD TILT/CHIN LIFT METHOD

## **GOVERNMENT**

**Q: WHAT ARE THE THREE BRANCHES OF GOVERNMENT?**

A: THEY ARE:  
LEGISLATURE - CONGRESS  
EXECUTIVE - PRESIDENT  
JUDICIAL - COURTS

**Q: WHAT IS VETO?**

A: THE POWER THAT CONGRESS EXERCISES TO OVERRIDE A LAW OR AMENDMENT PASSED BY THE PRESIDENT. THE PRESIDENT CAN ALSO VETO A BILL OR ETC PASSED BY CONGRESS.

**Q: HOW IS THE PRESIDENT ELECTED?**

A: THE PRESIDENT IS ELECTED BY ELECTORAL VOTES. ELECTORAL VOTES ARE DECIDED BY THE POPULAR VOTE OF EACH STATE. POPULAR VOTE DEPENDS ON A STATE'S POPULATION. THE PRESIDENT NEEDS 270 VOTES TO GET ELECTED.

**Q: WHOM DOES CONGRESS CONSIST OF?**

A: THE HOUSE OF REPRESENTATIVES, THE SENATE, AND A REPRESENTATIVE OF PUERTO RICO WHO HAS NO VOICE.

**Q: HOW MANY SENATORS ARE THERE?**

A: THERE ARE TWO SENATORS FROM EACH STATE.

**Q: HOW MANY REPRESENTATIVES ARE THERE?**

A: 435 MEMBERS DETERMINED BY THE POPULATION OF EACH STATE, BUT EVERY STATE ENTITLED TO AT LEAST ONE.

**Q: IF FOR SOME REASON SOMETHING HAPPENED TO THE PRESIDENT WHO WOULD REPLACE HIM?**

A: THE SPEAKER OF THE HOUSE

**Q: HOW MANY SUPREME COURT JUSTICES ARE THERE?**

A: NINE

**Q: HOW MANY PRESIDENTS HAVE THERE BEEN IN THE HISTORY OF THE U.S.?**

A: PRESIDENT GEORGE W. BUSH WILL BE THE 43<sup>RD</sup>.

## GENERAL FEDERAL AND TEXAS GOVERNMENT INFORMATION INCLUDED BELOW:

TEXAS GOVERNOR: RICK PERRY

TEXAS SENATORS: KAY BAILEY HUTCHISON (R) AND PHIL GRAMM (D)

TEXAS STATE REPRESENTATIVE, 11<sup>TH</sup> CONGRESSIONAL DISTRICT: CHET EDWARDS

### **PRESIDENT BUSH'S CABINET**

[SECRETARY OF AGRICULTURE](#) ANN VENEMAN  
[SECRETARY OF COMMERCE](#) DON EVANS  
[SECRETARY OF DEFENSE](#) *DONALD RUMSFELD*  
[SECRETARY OF EDUCATION](#) ROD PAIGE  
[SECRETARY OF ENERGY](#) SPENCER ABRAHAM  
[SECRETARY OF HEALTH & HUMAN SERVICES](#) TOMMY THOMPSON  
[SECRETARY OF HOUSING & URBAN DEVELOPMENT](#) MEL MARTINEZ  
[SECRETARY OF INTERIOR](#) GALE NORTON  
[ATTORNEY GENERAL](#) *JOHN ASHCROFT*  
[SECRETARY OF LABOR](#) ELAINE CHAO  
[SECRETARY OF STATE](#) *COLIN POWELL*  
[SECRETARY OF TRANSPORTATION](#) NORMAN MINETA  
[SECRETARY OF TREASURY](#) PAUL O'NEILL  
[SECRETARY OF VETERANS AFFAIRS](#) ANTHONY PRINCIPI

### **CABINET RANK MEMBERS**

[THE VICE PRESIDENT](#) *RICHARD B. CHENEY*  
[SPEAKER OF THE HOUSE](#) *DENNIS HASTERT*  
[PRESIDENT'S CHIEF OF STAFF](#) ANDREW H. CARD, JR.  
[ENVIRONMENTAL PROTECTION AGENCY](#), CHRISTINE TODD WHITMAN  
[OFFICE OF HOMELAND SECURITY](#), TOM RIDGE  
[OFFICE OF MANAGEMENT AND BUDGET](#), MITCHELL E. DANIELS, JR.  
[OFFICE OF NATIONAL DRUG CONTROL POLICY](#), JOHN WALTERS  
[UNITED STATES TRADE REPRESENTATIVE](#), ROBERT B. ZOELICK

### **EXECUTIVE BRANCH**

THE POWER OF THE EXECUTIVE BRANCH IS VESTED IN THE PRESIDENT, WHO ALSO SERVES AS COMMANDER IN CHIEF OF THE ARMED FORCES. THE PRESIDENT APPOINTS THE CABINET AND OVERSEES THE VARIOUS AGENCIES AND DEPARTMENTS OF THE FEDERAL GOVERNMENT.

IN ORDER FOR A PERSON TO BECOME PRESIDENT, HE OR SHE MUST BE A NATURAL-BORN CITIZEN OF THE UNITED STATES, BE AT LEAST 35 YEARS OF AGE, AND HAVE RESIDED IN THE UNITED STATES FOR AT LEAST 14 YEARS. ONCE ELECTED, THE PRESIDENT SERVES A TERM OF FOUR YEARS AND MAY BE RE-ELECTED ONLY ONCE.

## JUDICIAL BRANCH

THE JUDICIAL BRANCH HEARS CASES THAT CHALLENGE OR REQUIRE INTERPRETATION OF THE LEGISLATION PASSED BY CONGRESS AND SIGNED BY THE PRESIDENT. IT CONSISTS OF THE SUPREME COURT AND THE LOWER FEDERAL COURTS. APPOINTEES TO THE FEDERAL BENCH SERVE FOR LIFE OR UNTIL THEY VOLUNTARILY RESIGN OR RETIRE.

THE SUPREME COURT IS THE MOST VISIBLE OF ALL THE FEDERAL COURTS. THE NUMBER OF JUSTICES IS DETERMINED BY CONGRESS RATHER THAN THE CONSTITUTION, AND SINCE 1869, THE COURT HAS BEEN COMPOSED OF ONE CHIEF JUSTICE AND EIGHT ASSOCIATE JUSTICES. JUSTICES ARE NOMINATED BY THE PRESIDENT AND CONFIRMED BY THE SENATE.

## LEGISLATIVE BRANCH

THE LEGISLATIVE BRANCH OF THE FEDERAL GOVERNMENT CONSISTS OF THE CONGRESS, WHICH IS DIVIDED INTO TWO CHAMBERS -- THE SENATE AND THE HOUSE OF REPRESENTATIVES. EACH MEMBER OF CONGRESS IS ELECTED BY THE PEOPLE OF HIS OR HER STATE. THE HOUSE OF REPRESENTATIVES, WITH MEMBERSHIP BASED ON STATE POPULATIONS, HAS 435 SEATS, WHILE THE SENATE, WITH TWO MEMBERS FROM EACH STATE, HAS 100 SEATS. MEMBERS OF THE HOUSE OF REPRESENTATIVES ARE ELECTED FOR TWO-YEAR TERMS, AND SENATORS ARE ELECTED FOR SIX-YEAR TERMS.

### HOW THE SENATE WORKS

THE CONSTITUTION PRESCRIBES THAT THE SENATE WILL BE COMPOSED OF TWO SENATORS FROM EACH STATE (THEREFORE, THE SENATE CURRENTLY HAS 100 MEMBERS) AND THAT A SENATOR MUST BE AT LEAST 30 YEARS OF AGE, HAVE BEEN A CITIZEN OF THE UNITED STATES FOR 9 YEARS, AND, WHEN ELECTED, BE A RESIDENT OF THE STATE FROM WHICH THE HE OR SHE IS CHOSEN. A SENATOR'S TERM OF OFFICE IS 6 YEARS AND APPROXIMATELY ONE-THIRD OF THE TOTAL MEMBERSHIP OF THE SENATE IS ELECTED EVERY SECOND YEAR.

SENATE COMMITTEES ARE APPOINTED BY RESOLUTION AT THE BEGINNING OF EACH CONGRESS, WITH POWER TO CONTINUE TO ACT UNTIL THEIR SUCCESSORS ARE APPOINTED. ALL SENATE COMMITTEES ARE CREATED BY THE SENATE. AT PRESENT, SENATE COMMITTEES INCLUDE 16 STANDING COMMITTEES, 3 SELECT COMMITTEES, AND 2 SPECIAL COMMITTEES.

### ●WHAT IS A SENATOR'S SALARY?

AS OF JANUARY, 2001, EACH SENATOR RECEIVES AN ANNUAL SALARY OF \$145,100.

### THE U.S. HOUSE OF REPRESENTATIVES

"ALL LEGISLATIVE POWERS HEREIN GRANTED SHALL BE VESTED IN A CONGRESS OF THE UNITED STATES, WHICH SHALL CONSIST OF A SENATE AND HOUSE OF REPRESENTATIVES."

(ARTICLE I, SECTION 1, OF THE [UNITED STATES CONSTITUTION](#))

THE CHIEF FUNCTION OF CONGRESS IS THE MAKING OF LAWS. THE LEGISLATIVE PROCESS COMPRISES A NUMBER OF STEPS, AND MUCH INFORMATION IS AVAILABLE FROM THIS PAGE CONCERNING THE LEGISLATION INTRODUCED AND CONSIDERED IN THE 105TH CONGRESS. TO HELP YOU UNDERSTAND THE INFORMATION AND HOW IT INTERRELATES, A VERY BRIEF

OVERVIEW OF THE LEGISLATIVE PROCESS WITHIN THE HOUSE OF REPRESENTATIVES IS PRESENTED BELOW. THERE ARE MANY ASPECTS AND VARIATIONS OF THE PROCESS WHICH ARE NOT ADDRESSED HERE. A MUCH MORE IN-DEPTH DISCUSSION AND PRESENTATION OF THE OVERALL PROCESS IS AVAILABLE IN [HOW OUR LAWS ARE MADE](#). MOST OF THE INFORMATION PRESENTED BELOW WAS EXCERPTED FROM THAT CONGRESSIONAL DOCUMENT.

### **FORMS OF CONGRESSIONAL ACTION**

THE WORK OF CONGRESS IS INITIATED BY THE INTRODUCTION OF A PROPOSAL IN ONE OF FOUR PRINCIPAL FORMS: THE BILL, THE JOINT RESOLUTION, THE CONCURRENT RESOLUTION, AND THE SIMPLE RESOLUTION.

#### **BILLS**

A BILL IS THE FORM USED FOR MOST LEGISLATION, WHETHER PERMANENT OR TEMPORARY, GENERAL OR SPECIAL, PUBLIC OR PRIVATE. A BILL ORIGINATING IN THE HOUSE OF REPRESENTATIVES IS DESIGNATED BY THE LETTERS "H.R.", SIGNIFYING "HOUSE OF REPRESENTATIVES", FOLLOWED BY A NUMBER THAT IT RETAINS THROUGHOUT ALL ITS PARLIAMENTARY STAGES. BILLS ARE PRESENTED TO THE PRESIDENT FOR ACTION WHEN APPROVED IN IDENTICAL FORM BY BOTH THE HOUSE OF REPRESENTATIVES AND THE SENATE.

#### **JOINT RESOLUTIONS**

JOINT RESOLUTIONS MAY ORIGINATE EITHER IN THE HOUSE OF REPRESENTATIVES OR IN THE SENATE. THERE IS LITTLE PRACTICAL DIFFERENCE BETWEEN A BILL AND A JOINT RESOLUTION. BOTH ARE SUBJECT TO THE SAME PROCEDURE, EXCEPT FOR A JOINT RESOLUTION PROPOSING AN AMENDMENT TO THE CONSTITUTION. ON APPROVAL OF SUCH A RESOLUTION BY TWO-THIRDS OF BOTH THE HOUSE AND SENATE, IT IS SENT DIRECTLY TO THE ADMINISTRATOR OF GENERAL SERVICES FOR SUBMISSION TO THE INDIVIDUAL STATES FOR RATIFICATION. IT IS NOT PRESENTED TO THE PRESIDENT FOR APPROVAL. A JOINT RESOLUTION ORIGINATING IN THE HOUSE OF REPRESENTATIVES IS DESIGNATED "H.J.RES." FOLLOWED BY ITS INDIVIDUAL NUMBER. JOINT RESOLUTIONS BECOME LAW IN THE SAME MANNER AS BILLS.

#### **CONCURRENT RESOLUTIONS**

MATTERS AFFECTING THE OPERATIONS OF BOTH THE HOUSE OF REPRESENTATIVES AND SENATE ARE USUALLY INITIATED BY MEANS OF CONCURRENT RESOLUTIONS. A CONCURRENT RESOLUTION ORIGINATING IN THE HOUSE OF REPRESENTATIVES IS DESIGNATED "H.CON.RES." FOLLOWED BY ITS INDIVIDUAL NUMBER. ON APPROVAL BY BOTH THE HOUSE OF REPRESENTATIVES AND SENATE, THEY ARE SIGNED BY THE CLERK OF THE HOUSE AND THE SECRETARY OF THE SENATE. THEY ARE NOT PRESENTED TO THE PRESIDENT FOR ACTION.

#### **SIMPLE RESOLUTIONS**

A MATTER CONCERNING THE OPERATION OF EITHER THE HOUSE OF REPRESENTATIVES OR SENATE ALONE IS INITIATED BY A SIMPLE RESOLUTION. A RESOLUTION AFFECTING THE HOUSE OF REPRESENTATIVES IS DESIGNATED "H.RES." FOLLOWED BY ITS NUMBER. THEY ARE NOT PRESENTED TO THE PRESIDENT FOR ACTION.

FOR MORE INFORMATION ON BILLS AND RESOLUTIONS SEE [FORMS OF CONGRESSIONAL ACTION](#) IN [HOW OUR LAWS ARE MADE](#).

### **A BRIEF OVERVIEW OF THE SUPREME COURT**

#### **THE SUPREME COURT OF THE UNITED STATES *MEMBERS:***



**WILLIAM H. REHNQUIST** (CHIEF JUSTICE OF THE UNITED STATES)

ASSOCIATE JUSTICES:

JOHN PAUL STEVENS  
SANDRA DAY O'CONNOR  
ANTONIN SCALIA  
ANTHONY M. KENNEDY  
DAVID H. SOUTER  
CLARENCE THOMAS  
RUTH BADER GINSBURG  
STEPHEN G. BREYER

THE SUPREME COURT COMPRISES THE CHIEF JUSTICE OF THE UNITED STATES AND SUCH NUMBER OF ASSOCIATE JUSTICES AS MAY BE FIXED BY CONGRESS. BY THE ACT OF JUNE 25, 1948 (28U.S.C. §1), CONGRESS ESTABLISHED THE NUMBER OF **ASSOCIATE JUSTICES AS EIGHT**. POWER TO NOMINATE THE JUSTICES IS VESTED IN THE PRESIDENT OF THE UNITED STATES, AND APPOINTMENTS ARE MADE WITH THE ADVICE AND CONSENT OF THE SENATE. ARTICLE III, §1, OF THE CONSTITUTION FURTHER PROVIDES THAT "[T]HE JUDGES, BOTH OF THE SUPREME AND INFERIOR COURTS, SHALL HOLD THEIR OFFICES DURING GOOD BEHAVIOUR, AND SHALL, AT STATED TIMES, RECEIVE FOR THEIR SERVICES, A COMPENSATION, WHICH SHALL NOT BE DIMINISHED DURING THEIR CONTINUANCE IN OFFICE."

## **HISTORY OF THE NCO**

**Q: WHEN WAS THE NCO CORPS ESTABLISHED?**

A: 1775

**Q: WHO WAS THE FIRST SERGEANT MAJOR OF THE ARMY?**

A: WILLIAM O. WOOLRIDGE

**Q: WHO WAS THE FIRST FEMALE SERGEANT MAJOR?**

A: VELEZ NELSON

**Q: WHO WAS THE FIRST IDENTIFIABLE NCO?**

A: SERGEANT JOSEPH WHITE, 26 DECEMBER 1976 (REF: DA PAM 623-205)

**Q: WHERE IS THE NCO MUSEUM LOCATED?**

A: FORT BLISS, TEXAS

**Q: WHAT IS THE SMA'S CALL SIGN?**

A: ARMY 9

**Q: WHAT IS AN NCO?**

A: A LEADER (BE PREPARED TO ELABORATE IN YOUR OWN WORDS WHAT AN NCO IS)

**Q: WHO IS THE MOST DECORATED COMBAT SOLDIER OF WWII?**

A: AUDIE MURPHY

**Q: WHO COMPROMISED HIS PERSONAL BELIEFS FOR WAR?**

A: SERGEANT ALVIN YORK

## **MAP READING AND LAND NAVIGATION**

### **FM 21-26**

**Q: WHAT PUBLICATION COVERS MAP READING AND LAND NAVIGATION?**

A: FM 21-26

**Q: WHAT IS A MAP?**

A: IT'S A GRAPHIC REPRESENTATION OF A PORTION OF THE EARTH'S SURFACE DRAWN TO SCALE AS SEEN FROM ABOVE.

**Q: HOW ARE MILITARY MAPS CATEGORIZED?**

A: BY THE SCALE AND THE TYPE OF MAP.

**Q: MAPS ARE CLASSIFIED BY SCALE INTO WHAT THREE CATEGORIES?**

A: SMALL SCALE	1:1,000,000 AND SMALLER
MEDIUM SCALE	1:75,000 TO 1:1,000,000
LARGE SCALE	1:75,000 AND LARGER

**Q: WHAT ARE SOME EXAMPLES OF DIFFERENT TYPES OF MAPS?**

A: TOPOGRAPHIC  
PLANO METRIC  
PHOTOMAP  
JOINT OPERATIONS GRAPHIC  
PHOTO MOSAIC  
TERRAIN MODEL  
MILITARY CITY  
SPECIAL

**Q: WHAT IS THE SCALE OF A MAP?**

A: THE SCALE OF A MAP IS EXPRESSED AS A FRACTION AND GIVES THE RATIO OF A MAP DISTANCE TO GROUND DISTANCE.

**Q: WHAT ARE THE COLORS USED TO IDENTIFY FEATURES ON A MILITARY MAP?**

A:

- BLACK- CULTURAL (MAN-MADE) FEATURES.
- BLUE- HYDROGRAPHIC OR WATER FEATURES.
- BROWN- RELIEF FEATURES AND ELEVATIONS.
- GREEN- VEGETATION.
- RED- CULTURAL FEATURES, POPULATED AREAS, MAIN ROADS, BOUNDARIES.
- RED-BROWN- CULTURAL FEATURES, RELIEF FEATURES, NON-SURVEYED SPOT ELEVATIONS, AND ELEVATIONS SUCH AS CONTOUR LINES ON RED-LIGHT MAPS.

**Q: WHERE IS THE SHEET NUMBER FOUND ON A MILITARY MAP?**

A: IN BOTH THE UPPER RIGHT AND LOWER LEFT AREAS OF THE MARGIN AND IN THE CENTER BOX OF THE ADJOINING SHEET DIAGRAM.

**Q: WHAT THREE PIECES OF INFORMATION ARE LOCATED IN BOTH THE UPPER RIGHT AND THE LOWER LEFT MARGINS?**

A: EDITION  
SERIES  
SHEET NUMBER

**Q: WHAT IS THE DISTANCE BETWEEN GRID LINES ON A MILITARY MAP?**

A: 1,000 METERS (1KM)

**Q: HOW MANY DIGITS ARE REQUIRED TO LOCATE A POINT WITHIN 1,000 METERS, 100 METERS, 10 METERS, AND 1 METER?**

A: 1000 METERS	4 DIGIT GRID
100 METERS	6 DIGIT GRID
10 METERS	8 DIGIT GRID
1 METER	10 DIGIT GRID

**Q: WHAT IS THE GRAPHIC (BAR) SCALE ON A MAP USED FOR?**

A: TO CONVERT DISTANCE ON A MAP TO ACTUAL GROUND DISTANCE.

**Q: WHAT IS AN AZIMUTH?**

A: AN AZIMUTH IS A HORIZONTAL ANGLE MEASURED IN A CLOCKWISE MANNER FROM A NORTH BASE LINE.

**Q: WHAT IS MEANT BY BASE LINE?**

A: THE STARTING POINT OR POINT OF REFERENCE FROM WHICH A UNIT OF MEASURE IS TAKEN.

**Q: WHAT ARE THE TWO MOST COMMON USED BASE LINES?**

A: MAGNETIC BASE LINE  
GRID BASE LINE

**Q: WHAT ARE THE THREE NORTH'S ON A MILITARY AMP?**

A: TRUE NORTH  
MAGNETIC NORTH  
GRID NORTH

**Q: WHAT IS A BACK AZIMUTH?**

A: A "BACK AZIMUTH" IS THE OPPOSITE DIRECTION OF AN AZIMUTH.

**Q: HOW DO YOU OBTAIN A "BACK AZIMUTH"?**

A: TO OBTAIN A BACK AZIMUTH, IF THE AZIMUTH IS LESS THAN 180 DEGREES ADD 180 DEGREES, IF THE AZIMUTH IS GREATER THAN 180 DEGREES SUBTRACT 180 DEGREES.

**Q: WHAT IS MEANT BY "DECLINATION"?**

A: DECLINATION IS THE ANGULAR DIFFERENCE BETWEEN TRUE NORTH AND EITHER MAGNETIC OR GRID NORTH.

**Q: HOW MANY DECLINATIONS ARE THERE?**

A: TWO:           MAGNETIC DECLINATION  
                      GRID DECLINATION

**Q: WHAT IS A "DECLINATION DIAGRAM"?**

A: A DECLINATION DIAGRAM IS THE ANGULAR DIFFERENCE BETWEEN THE TRUE NORTH, GRID NORTH, AND MAGNETIC NORTH.

**Q: WHERE IS THE DECLINATION DIAGRAM LOCATED?**

A: IT'S LOCATED IN THE LOWER RIGHT PORTION OF THE MARGIN.

**Q: WHAT IS THE G-M ANGLE?**

A: IT'S THE GRID-MAGNETIC ANGLE, USED FOR CONVERTING FROM GRID NORTH TO MAGNETIC NORTH AND VICE VERSA.

**Q: WHERE IS THE G-M ANGLE FOUND?**

A: IT'S FOUND IN THE DECLINATION DIAGRAM?

**Q: WHAT ARE THE RULES FOR CONVERTING FROM A GRID TO A MAGNETIC AZIMUTH?**

A: EASTERLY G-M ANGLE	GRID TO MAGNETIC: SUB G-M ANGLE MAGNETIC TO GRID: ADD G-M ANGLE
WESTERLY G-M ANGLE	GRID TO MAGNETIC: ADD G-M ANGLE MAGNETIC TO GRID: SUB G-M ANGLE

**Q: WHAT IS MEANT BY "INTERSECTION"?**

A: INTERSECTION IS THE LOCATION OF AN UNKNOWN POINT BY SUCCESSFULLY OCCUPYING AT LEAST TWO KNOWN POSITIONS ON THE GROUND AND THEN MAP-SIGHTING ON THE UNKNOWN LOCATIONS.

**Q: HOW DO YOU OBTAIN AN INTERSECTION?**

**A:** ORIENT THE MAP USING A COMPASS

LOCATE AND MARK YOUR POSITIONS ON THE MAP

DETERMINE THE MAGNETIC AZIMUTH TO THE UNKNOWN POSITION

USING THE COMPASS CONVERT THE MAGNETIC AZIMUTH TO A GRID AZIMUTH

PLOT THE GRID AZIMUTH ON THE MAP

MOVE TO A SECOND KNOWN POINT AND REPEAT STEPS 1-5

THE LOCATION OF THE UNKNOWN POSITION IS WHERE THE LINES CROSS ON THE MAP.

**Q: WHAT IS MEANT BY RESECTION?**

**A:** RESECTION IS THE METHOD OF LOCATING ONE'S POSITION ON A MAP BY DETERMINING THE GRID AZIMUTH TO AT LEAST TWO WELL-DEFINED LOCATIONS THAT CAN BE PINPOINTED ON THE MAP.

**Q: HOW DO YOU OBTAIN A RESECTION?**

**A:**

- ORIENT THE MAP USING A COMPASS
- IDENTIFY TWO OR THREE KNOWN DISTANT LOCATIONS ON THE GROUND AND MARK THEM ON THE MAP.
- MEASURE THE MAGNETIC AZIMUTH TO THE KNOWN POSITIONS FROM YOUR LOCATION USING A COMPASS.
- CONVERT THE MAGNETIC AZIMUTHS TO GRID AZIMUTHS
- CONVERT THE GRID AZIMUTHS TO BACK AZIMUTHS AND USING A PROTRACTOR SCALE
- THE BACK AZIMUTHS ON THE MAP FROM THE KNOWN POSITIONS BACK TOWARD YOUR KNOWN POSITION.
- REPEAT STEPS 3,4,5 FOR THE SECOND POSITION
- THE INTERSECTION ON THE LINE IS YOUR POSITION

**Q: WHAT IS AN OVERLAY?**

**A:** AN OVERLAY IS A CLEAR SHEET OF PLASTIC OR TRANSPARENT PAPER ON WHICH INFORMATION IS PLOTTED TO THE SAME SCALE AS THE MAP IT IS TO BE USED ON.

**Q: WHAT ARE THE FOUR TYPES OF COMPASSES DESCRIBED IN FM 21-26?**

**A:** LENSATIC

ARTILLERY

WRIST/POCKET

PROTRACTOR

**Q: WHAT ARE THE TWO APPROVED TECHNIQUES FOR HOLDING THE COMPASS WHEN SIGHTING?**

**A:** COMPASS TO CHECK

CENTER HOLD

**Q: WHAT ARE THE THREE FIELD EXPEDIENT METHODS OF DETERMINING THE FOUR CARDINAL FACTORS?**

A: SHADOW TIP METHOD  
WATCH METHOD  
STAR METHOD

**Q: WHAT ARE CONTOUR LINES?**

A: THEY'RE IMAGINARY STRAIGHT LINES ON THE GROUND THAT CONNECTS POINTS OF EQUAL ELEVATION.

**Q: WHAT IS A CONTOUR INTERVAL?**

A: THE VERTICAL DISTANCE BETWEEN CONTOUR LINES.

**Q: WHAT ARE THE THREE TYPES OF CONTOUR LINES?**

A: INDEX	HEAVY LINES, FIVE CONTOUR LINE IS AN INDEX CONTOUR
INTERMEDIATE	LIGHTER LINES FALLING BETWEEN INDEX CONTOURS
SUPPLEMENTARY	DASHES, SHOW SUDDEN CHANGES IN ELEVATION OF $\frac{1}{2}$ CONTOUR INTERVAL.

**Q: WHAT ARE THE FIVE MAJOR TERRAIN FEATURES ON A MILITARY MAP?**

A: HILL  
RIDGE  
VALLEY  
SADDLE  
DEPRESSION

**Q: WHAT ARE THE THREE MINOR FEATURES?**

A: DRAW  
SPUR  
CLIFF

**Q: WHAT ARE THE TWO SUPPLEMENTAL TERRAIN FEATURES?**

A: CUT  
FILL

**Q: WHAT ARE THE FOUR STEPS TO LAND NAVIGATION?**

A: KNOW WHERE YOU ARE  
PLAN THE ROUTE  
STAY ON THE ROUTE  
RECOGNIZE THE OBJECTIVE

**Q: WHAT IS ORIENTEERING?**

A: "ORIENTEERING" IS A FORM OF LAND NAVIGATION. THE OBJECTIVE IS TO LOCATE CONTROL POINTS BY USING A MAP AND A COMPASS TO NAVIGATE THROUGH THE WOODS.

**Q: WHAT IS THE BEST WAY TO ORIENT A MAP WITHOUT A COMPASS?**

A: BY ALIGNING THE FEATURES ON THE MAP WITH THE SAME FEATURES ON THE GROUND "TERRAIN ASSOCIATION".

**Q: IN MILITARY SYMBOLS, WHAT COLORS ARE OFTEN USED, AND WHAT ARE THERE MEANING?**

A: BLUE OR BLACK	FRIENDLY FORCES
RED	ENEMY FORCES
GREEN	ENGINEERING OBSTACLES, BOTH FRIENDLY AND ENEMY
YELLOW	CONTAMINATED AREAS, BOTH FRIENDLY AND ENEMY

**Q: WHAT IS A "BENCH MARK"?**

A: A "BENCH MARK" IS A SPECIFIC LOCATION WITH A KNOWN ELEVATION ALONG A LINE OF SURVEY THAT IS EITHER PERMANENTLY OR SEMI-PERMANENTLY MARKED. THEY'RE SYMBOLIZED BY A BLACK "X" AND THE LETTERS "BM" NEXT TO IT.

**Q: HOW DO YOU DETERMINE THE ELEVATION OF A DEPRESSION?**

A: TO DETERMINE THE ELEVATION OF A DEPRESSION, YOU SUBTRACT  $\frac{1}{2}$  THE CONTOUR INTERVAL FROM THE VALUE OF THE LOWEST CONTOUR LINE BEFORE THE DEPRESSION.

**Q: HOW DO YOU DETERMINE THE ELEVATION OF A HILLTOP?**

A: TO DETERMINE THE ELEVATION OF A HILLTOP, YOU ADD  $\frac{1}{2}$  THE CONTOUR INTERVAL TO THE VALUE OF THE HIGHEST CONTOUR LINE BEFORE THE HILLTOP.

**Q: WHAT IS A RELIEF?**

A: THE REPRESENTATION OF THE SHAPES OF HILLS, VALLEYS, STREAMS, OR LANDFORMS ON THE EARTH'S SURFACE.

**Q: WHERE CAN THE NORTH STAR BE FOUND?**

A: IT'S THE LAST STAR IN THE HANDLE OF THE LITTLE DIPPER.

**Q: WHAT ARE THE THREE MAJOR PARTS OF THE LENSATIC COMPASS?**

A: COVER  
BASE  
LENS

**Q: WHAT ARE THE TWO SCALES ON THE LENSATIC COMPASS AND WHAT DO EACH DENOTE?**



A: OUTER SCALE      BLACK, DENOTES MILS  
INNER SCALE      RED, DENOTES DEGREES

**Q: WHAT ARE TWO NAVIGATION METHODS?**

A: MOVING BY DEAD RECKONING  
MOVING BY TERRAIN ASSOCIATION

**Q: WHAT FOUR UNITS OF MEASURE ARE THE MOST COMMONLY USED ON MILITARY MAPS AND CAN BE FOUND ON THE GRAPHIC (BAR) SCALE.**

A: STATUE MILES  
NAUTICAL MILES  
YARDS  
METERS

### **SITUATIONS**

**Q: IF YOU ARE AT AN UNKNOWN POINT AND YOU SHOOT AN AZIMUTH TO A WATER TOWER AND THEN SHOOT AN AZIMUTH TO A HILL TOP WHERE THOSE AZIMUTHS CROSS IS CONSIDERED WHAT?**

A: INTERSECTION

**Q: YOU ARE CONDUCTING TRAINING AND NEED TO EXPLAIN HOW TO READ A MAP. HOW?**

A: READ FROM LEFT, RIGHT AND UP

**Q: YOU ARE LEADING YOUR TROOPS TO A CERTAIN DESTINATION WITH A CERTAIN ROUTE. ALONG YOUR ROUTE YOU RECOGNIZE ON THE MAP A YELLOW SHADED AREA. WHAT DOES THIS TELL YOU?**

A: THE AREA IS CONTAMINATED

## **ARMY LEADERSHIP**

### **FM 22-100**

**Q. WHAT IS CONSIDERED TO BE THE CAPSTONE LEADERSHIP MANUAL FOR TODAY'S ARMY?**

A. FM 22-100, ARMY LEADERSHIP.

**Q. THE JUNE 1999 EDITION OF FM 22-100 SUPERSEDES WHAT PUBLICATIONS?**

A.

- THE PREVIOUS EDITION OF FM 22-100, MILITARY LEADERSHIP;
- FM 22-101, LEADERSHIP COUNSELING;
- FM 22-102, SOLDIER TEAM DEVELOPMENT;
- FM 22-103, LEADERSHIP AND COMMAND AT SENIOR LEVELS;
- DA PAM 600-80, EXECUTIVE LEADERSHIP.

**Q. WHAT IS THE FUNDAMENTAL MISSION OF OUR ARMY?**

A. TO DETER WAR AND, IF DETERRENCE FAILS, TO WIN IN COMBAT.

**Q. WHAT IS MEANT BY THE TERM "*WARRIOR ETHOS*"?**

A. THE "*WARRIOR ETHOS*" CAN BE EXPRESSED IN A NUMBER OF WAYS:

- IT REFERS TO ONE'S DESIRE TO ACCOMPLISH THE ARMY'S MISSION DESPITE ANY AND ALL ADVERSITY. IT IS GROUNDED IN A REFUSAL TO ACCEPT FAILURE.
- "*THE ABILITY TO FORGE VICTORY OUT OF THE CHAOS OF BATTLE.*" FM 22-100
- "*IT IS THE WILL TO WIN WITH HONOR.*" FM 22-100

**Q. WHAT IS MEANT BY THE TERM "LEADERSHIP"?**

A. "*LEADERSHIP IS **INFLUENCING** PEOPLE—BY PROVIDING PURPOSE, DIRECTION, AND MOTIVATION—WHILE **OPERATING** TO ACCOMPLISH THE MISSION AND **IMPROVING** THE ORGANIZATION.*"

**Q. THERE ARE MANY TECHNIQUES FOR MOTIVATING SOLDIERS. WHAT IS PERHAPS THE BEST TECHNIQUE?**

A. SET THE RIGHT EXAMPLE – "*LEAD FROM THE FRONT!*"

**Q. WHAT ARE THE FOUR "DIMENSIONS" OF THE LEADERSHIP FRAMEWORK?**

A. VALUES, ATTRIBUTES, SKILLS AND ACTIONS.

**Q. WHAT PHRASE EPITOMIZES THE ARMY LEADERSHIP FRAMEWORK?**

A. "*LEADERS OF **CHARACTER** AND **COMPETENCE** ACT TO ACHIEVE EXCELLENCE BY PROVIDING PURPOSE, MOTIVATION, AND DIRECTION.*"

**Q. HOW DOES THE ABOVE PHRASE FIT THE “BE-KNOW-DO” CONCEPT OF ARMY LEADERSHIP?**

A.

- “BE” IS A LEADER’S **CHARACTER**, OR INNER STRENGTH. A PERSON’S “VALUES” HELP ONE KNOW WHAT IS RIGHT AND A PERSON’S “ATTRIBUTES” GIVE ONE THE COURAGE TO DO WHAT IS RIGHT REGARDLESS OF THE CIRCUMSTANCES OR THE CONSEQUENCES. IT SERVES AS THE BASIS OF “KNOWING” AND “DOING” – IT LINKS KNOWLEDGE TO ACTION.
- “KNOW” IS A LEADER’S **COMPETENCE**. IT REPRESENTS A LEVEL OF KNOWLEDGE THAT A LEADER MUST HAVE AND A MASTERY OF **SKILLS** ESSENTIAL TO SUCCEED IN PEACETIME OR WAR.
- “DO” IS A LEADER’S ABILITY TO PERFORM **ACTS** THAT ACHIEVE EXCELLENCE BY PROVIDING PURPOSE, DIRECTION, AND MOTIVATION.

**Q. WHEN IT COMES TO CHARACTER, WHAT A SOLDIER MUST “BE” TO BE A GOOD LEADER IS SUBDIVIDED INTO WHAT TWO AREAS?**

A. VALUES AND ATTRIBUTES.

**Q. WHAT ARE THE ARMY VALUES THAT DEFINE A LEADER’S CHARACTER?**

A.

(L)OYALTY – BEAR TRUE FAITH AND ALLEGIANCE TO THE US CONSTITUTION, THE ARMY, YOUR

UNIT, AND OTHER SOLDIERS;

(D)UTY – FULFILL YOUR OBLIGATIONS;

(R)ESPECT – TREAT PEOPLE AS THEY SHOULD BE TREATED;

(S)ELFLESS SERVICE – PUT THE WELFARE OF THE NATION, THE ARMY AND SUBORDINATES ABOVE YOUR OWN;

(H)ONOR – LIVE UP TO ALL THE ARMY VALUES;

(I)NTEGRITY – DO WHAT’S RIGHT, LEGALLY AND MORALLY;

(P)ERSONAL COURAGE – FACE FEAR, DANGER, OR ADVERSITY (PHYSICAL OR MORAL).

REMEMBER: L-D-R-S-H-I-P OR LEADERSHIP

**Q. WHAT ARE THE THREE CATEGORIES OF LEADERSHIP ATTRIBUTES AND GIVE THE SPECIFIC ATTRIBUTES THAT ARE FUNDAMENTAL TO EACH.**

A.

- MENTAL ATTRIBUTES – WILL, SELF-DISCIPLINE, INITIATIVE, JUDGMENT, CONFIDENCE, INTELLIGENCE AND CULTURAL AWARENESS.
- PHYSICAL ATTRIBUTES – HEALTH FITNESS, PHYSICAL FITNESS, MILITARY BEARING AND PROFESSIONAL BEARING
- EMOTIONAL ATTRIBUTES – SELF-CONTROL, BALANCE AND STABILITY.

**Q. WHAT ARE THE FOUR “SKILL DOMAINS” THAT DETERMINE A LEADER’S LEVEL OF COMPETENCE?**

A.

- INTERPERSONAL SKILLS – KNOWLEDGE OF YOUR PEOPLE AND HOW TO WORK WITH THEM;
- CONCEPTUAL SKILLS – ABILITY TO UNDERSTAND DOCTRINE AND IDEAS RELATED TO YOUR JOB;
- TECHNICAL SKILLS – HOW TO USE YOUR EQUIPMENT;
- TACTICAL SKILLS – ABILITY TO MAKE THE RIGHT DECISIONS REGARDING EMPLOYMENT OF UNITS IN COMBAT.

NOTE: THE REQUIRED SKILLS FOR EACH WILL BE DEPENDENT ON A PERSON'S LEADERSHIP POSITION.

**Q. WHAT THREE THINGS MUST A LEADER DO IN ORDER TO PROVIDE "*PURPOSE, DIRECTION, AND MOTIVATION*"?**

A.

- INFLUENCE – MAKE DECISIONS, COMMUNICATE THOSE DECISIONS, AND MOTIVATE PEOPLE;
- OPERATE – "GET THE JOB DONE"; ACTIONS TAKEN TO ACCOMPLISH THE ORGANIZATION'S IMMEDIATE MISSION.
- IMPROVE – THE THINGS YOU DO TO INCREASE THE ORGANIZATION'S CAPABILITY TO ACCOMPLISH CURRENT OR FUTURE MISSIONS.

**Q. WHAT ARE THE THREE INFLUENCING ACTIONS?**

A.

- PROPER DECISION MAKING ABILITIES;
- PROPER COMMUNICATION;
- ABILITY TO MOTIVATE.

**Q. NAME SOME METHODS OF MOTIVATING SUBORDINATES.**

A.

- EMPOWER THEM – TRAIN THEM TO DO A JOB, GIVE THEM THE NECESSARY RESOURCES AND AUTHORITY, GET OUT OF THEIR WAY, AND LET THEM WORK.
- USE POSITIVE REINFORCEMENT WHENEVER POSSIBLE.
- USE NEGATIVE REINFORCEMENT WHERE NECESSARY.

**Q. WHAT ARE THE THREE OPERATING ACTIONS?**

A.

- PLANNING AND PREPARING
- EXECUTING
- ASSESSING

**Q. DESCRIBE WHAT IS MEANT BY THE "REVERSE PLANNING" PROCESS.**

A. THIS IS A PLANNING TOOL WHERE A LEADER BEGINS WITH A DEFINITE GOAL IN MIND AND WORKS BACKWARD TO THE CURRENT SITUATION. THIS THEN GIVES THE LEADER A CLEARLY DEFINED SERIES OF SMALL STEPS, BASED ON TIME OR ACCOMPLISHED EVENTS, DESIGNED TO REACH THE TARGET GOAL.

**Q. LEADERS PLAN – SUBORDINATES PREPARE. WHAT IS CONSIDERED AN IMPORTANT ELEMENT OF THE PREPARATION PROCESS?**

A. A REHEARSAL – A “WALK-THRU” OF THE EVENTS THAT ARE TO TAKE PLACE.

**Q. WHAT ARE THE THREE PILLARS OF THE ARMY’S LEADER DEVELOPMENT MODEL?**

A.

- INSTITUTIONAL TRAINING (SCHOOLING)
- OPERATIONAL ASSIGNMENTS
- SELF-DEVELOPMENT

**Q. WHAT IS MEANT BY “MENTORING”?**

*A. “MENTORING (IN AMERICA’S ARMY) IS THE PROACTIVE DEVELOPMENT OF EACH SUBORDINATE THROUGH OBSERVING, ASSESSING, COACHING, TEACHING, DEVELOPMENTAL COUNSELING, AND EVALUATING THAT RESULTS IN PEOPLE BEING TREATED WITH FAIRNESS AND EQUAL OPPORTUNITY.”*

**Q. WHAT ARE THE THREE MENTORING TECHNIQUES?**

A. TEACHING, DEVELOPMENTAL COUNSELING AND COACHING.

**Q. THE MEASURE OF HOW WELL YOU TEACH IS HOW WELL YOUR PEOPLE LEARN. WHAT ARE THE DIFFERENT WAYS THAT PEOPLE LEARN?**

A.

- THROUGH THE EXAMPLE OF OTHERS (OBSERVING).
- BY FORMING A PICTURE IN THEIR MINDS OF WHAT THEY’RE TRYING TO LEARN (THINKING).
- BY ABSORBING INFORMATION (THINKING).
- THROUGH PRACTICE (HANDS-ON EXPERIENCE).

**Q. WHAT ARE THE THREE STAGES OF TEAM BUILDING?**

A.

- FORMATION
- ENRICHMENT
- SUSTAINMENT

**Q. WHAT ARE THE TWO STEPS OF THE FORMATION STAGE OF TEAM BUILDING?**

A. RECEPTION AND INTEGRATION/ORIENTATION.

**Q. WHAT IS THE MOST IMPORTANT THING A LEADER CAN DO TO STRENGTHEN HIS TEAM?**

A. TRAIN THEM (PROPERLY).

**Q. WHAT ARE THE THREE LEVELS OF ARMY LEADERSHIP?**

A.

- DIRECT – FACE-TO-FACE, FIRST-LINE LEADERSHIP;
- ORGANIZATIONAL - SEVERAL HUNDRED TO SEVERAL THOUSAND PEOPLE; LEADERSHIP ACCOMPLISHED INDIRECTLY, THROUGH SEVERAL LEVELS OF SUBORDINATES;
- STRATEGIC – SEVERAL THOUSAND TO HUNDREDS OF THOUSANDS OF PEOPLE; MACOM THROUGH DOD LEVELS; ESTABLISH FORCE STRUCTURE, ALLOCATE RESOURCES, COMMUNICATE STRATEGIC VISION AND PREPARE THE ARMY FOR FUTURE ROLES.

**Q. WHAT IS A “LEADERSHIP STYLE”?**

A. IT IS THE PERSONAL MANNER AND APPROACH A SOLDIER USES WHEN LEADING; IT IS THE WAY LEADERS DIRECTLY INTERACT WITH THEIR SUBORDINATES. THEY ARE DIFFERENT WAYS OF APPROACHING THE DO OF BE, KNOW, DO – THE ACTUAL WORK OF LEADING PEOPLE.

**Q. WHAT ARE THE FIVE BASIC STYLES OF ARMY LEADERSHIP?**

A.

- DIRECTING – LEADER CENTERED – TELLS SUBORDINATES WHAT TO DO, HOW TO DO IT, WHERE TO DO IT, AND WHEN IT IS TO BE DONE AND THEN CLOSELY SUPERVISES TO ENSURE THAT THE INSTRUCTIONS WERE FOLLOWED.
- PARTICIPATING – LEADER AND TEAM CENTERED – INVOLVES SUBORDINATES IN DETERMINING WHAT TO DO AND HOW TO DO IT.
- DELEGATING – TEAM CENTERED – DELEGATES PROBLEM-SOLVING AND DECISION-MAKING AUTHORITY TO A SUBORDINATE OR TO A GROUP OF SUBORDINATES.
- TRANSFORMATIONAL – “TRANSFORMS” SUBORDINATES BY CAUSING THEM TO RISE ABOVE THEIR IMMEDIATE NEEDS AND SELF-INTERESTS. IT IS DEVELOPMENTAL AND INVOLVES TECHNIQUES IN EMPOWERING AND MENTALLY STIMULATING SUBORDINATES. THIS IS MOST OFTEN ACCOMPLISHED THROUGH A LEADER'S CHARISMA, INSPIRATION, AND GENUINE CONCERN FOR THE INDIVIDUAL.
- TRANSACTIONAL – OUTLINING ALL THE CONDITIONS OF TASK COMPLETION, THE APPLICABLE RULES AND REGULATIONS, THE BENEFITS OF SUCCESS, AND THE CONSEQUENCES – TO INCLUDE POSSIBLE DISCIPLINARY ACTIONS – OF FAILURE. MOTIVATING SUBORDINATES TO WORK BY OFFERING REWARDS OR THREATENING PUNISHMENT.

**Q. WHAT IS MEANT BY THE PHRASE “MANAGEMENT-BY-EXCEPTION?”**

A. THIS IS A TECHNIQUE OF THE TRANSACTIONAL STYLE OF LEADERSHIP. IT IS WHERE LEADERS FOCUS ON THEIR SUBORDINATES' FAILURES, SHOWING UP ONLY WHEN SOMETHING GOES WRONG.

NOTE: THE LEADER WHO RELIES EXCLUSIVELY ON THE TRANSACTIONAL STYLE, RATHER THAN COMBINING IT WITH THE TRANSFORMATIONAL STYLE, CAN ONLY SERVE TO EVOKE SHORT-TERM A COMMITMENT FROM HIS SUBORDINATES AND DISCOURAGES RISK-TAKING AND INNOVATION.

**Q. WHAT ARE THE FOUR INTERPERSONAL SKILLS AT THE DIRECT LEVEL OF LEADERSHIP?**

A.

- COMMUNICATING
- TEAM BUILDING
- SUPERVISING
- COUNSELING

**Q. ALL OF THE INTERPERSONAL SKILLS (SEE ABOVE QUESTION) ARE CLOSELY RELATED, BUT WHICH ONE IS CONSIDERED THE MOST IMPORTANT SINCE ALL THE OTHER SKILLS RELY ON IT?**

A. COMMUNICATING.

**Q. WHAT ARE THE FOUR BROAD CATEGORIES OF COMMUNICATING?**

A.

- SPEAKING
- READING
- WRITING
- LISTENING

**Q. WHICH OF THE ABOVE CATEGORIES OF COMMUNICATING IS THE ONE MOST PEOPLE RECEIVE THE LEAST AMOUNT OF FORMAL EDUCATION IN, YET IS EVERY BIT AS IMPORTANT AS THE OTHERS?**

A. LISTENING

**Q. WHAT ARE THE TWO FORMS OF ONE-WAY COMMUNICATION?**

A. SEEING AND HEARING.

**Q. WHAT IS CONSIDERED ONE OF THE MOST IMPORTANT SKILLS IN TWO-WAY COMMUNICATION?**

A. ACTIVE LISTENING.

**Q. WHAT IS CONSIDERED THE "CARDINAL SIN" OF ACTIVE LISTENING?**

A. INTERRUPTING THE SPEAKER.

**Q. GIVE SOME EXAMPLES OF BARRIERS TO LISTENING.**

A.

- FORMING YOUR RESPONSE WHILE THE OTHER PERSON IS STILL TALKING;
- ALLOWING YOURSELF TO BECOME DISTRACTED BY THE FACT THAT YOU'RE ANGRY;
- ALLOWING YOURSELF TO BECOME DISTRACTED BY THE FACT THAT YOU HAVE A PROBLEM WITH THE SPEAKER;
- ALLOWING YOURSELF TO BECOME DISTRACTED BY THE FACT THAT YOU HAVE MORE IMPORTANT THINGS TO THINK ABOUT.

**Q. COMMUNICATION ALSO INVOLVES ALL THE SIGNALS YOU SEND WITH YOUR FACIAL EXPRESSIONS, TONE OF VOICE, AND BODY LANGUAGE. THIS KIND OF COMMUNICATION IS KNOWN AS WHAT?**

**A. NON-VERBAL COMMUNICATION.**

**Q. WHAT ARE THE FOUR CONCEPTUAL SKILLS AT THE DIRECT LEVEL OF LEADERSHIP?**

**A.**

- CRITICAL REASONING
- CREATIVE THINKING
- ETHICAL REASONING
- REFLECTIVE THINKING

**Q. WHAT ARE THE STEPS IN THE ETHICAL REASONING PROCESS?**

**A.**

- DEFINE THE PROBLEM;
- KNOW THE RELEVANT RULES;
- DEVELOP AND EVALUATE COURSES OF ACTION;
- CHOOSE THE COURSE OF ACTION THAT BEST REPRESENTS ARMY VALUES.

**Q. THE ETHICAL CLIMATE OF AN ORGANIZATION IS DETERMINED BY WHAT FACTORS?**

**A.**

- INDIVIDUAL CHARACTER OF UNIT MEMBERS
- POLICIES AND PRACTICES WITHIN THE ORGANIZATION
- ACTIONS OF UNIT LEADERS
- ENVIRONMENTAL AND MISSION FACTORS

**Q. WHAT IS AN ETHICAL CLIMATE ASSESSMENT SURVEY (ECAS)?**

**A. IT IS A WORKSHEET DESIGNED TO ASSESS A UNIT'S ETHICAL CLIMATE AND IN IDENTIFYING THE APPROPRIATE ACTIONS NECESSARY TO MAINTAIN THE HIGH ETHICAL STANDARDS EXPECTED OF ALL ARMY ORGANIZATIONS.**

**Q. WHAT ARE THE TWO TECHNICAL SKILLS AT THE DIRECT LEVEL OF LEADERSHIP?**

**A.**

- KNOWING EQUIPMENT; AND
- OPERATING EQUIPMENT

**Q. WHAT ARE THE TWO TACTICAL SKILLS AT THE DIRECT LEVEL OF LEADERSHIP?**

**A.**

- DOCTRINE & TACTICS
- FIELD CRAFT

**Q. WHAT IS MEANT BY "TACTICS"?**



A. TACTICS IS THE ART AND SCIENCE OF EMPLOYING AVAILABLE MEANS TO WIN BATTLES AND ENGAGEMENTS.

**Q. WHAT IS MEANT BY "FIELDCRAFT"?**

A. FIELDCRAFT CONSISTS OF THOSE SKILLS SOLDIERS NEED TO SUSTAIN THEMSELVES IN THE FIELD.

**Q. WHAT IS THE BASIC "FIELDCRAFT" GUIDE FOR SOLDIERS?**

A. THE SOLDIER'S MANUAL OF COMMON TASKS, STP 21-1-SMCT.

**Q. WHAT IS CONSIDERED THE MOST IMPORTANT INFLUENCE YOU HAVE ON YOUR PEOPLE?**

A. THE EXAMPLE YOU SET!

**Q. THE SUCCESS OR FAILURE OF ANY COMMUNICATION IS THE RESPONSIBILITY OF WHOM?**

A. THE LEADER.

**Q. LEADERS SHOULD NEVER ASSUME THAT COMMUNICATION BEGINS OR ENDS AT THE NEXT LEVEL UP OR THE NEXT LEVEL DOWN. YOU SHOULD LISTEN CAREFULLY AT LEAST \_\_\_\_\_ LEVELS UP AND \_\_\_\_\_ LEVELS DOWN.**

A. TWO; TWO.

**Q. WHAT ARE THE STEPS OF THE PROBLEM-SOLVING/DECISION-MAKING PROCESS?**

A.

- IDENTIFY THE PROBLEM;
- IDENTIFY FACTS AND ASSUMPTIONS;
- GENERATE ALTERNATIVES;
- ANALYZE THE ALTERNATIVES;
- COMPARE THE ALTERNATIVES;
- MAKE AND EXECUTE YOUR DECISION;
- ASSESS THE RESULTS.

**Q. THE ARMY HAS BUT ONE CHAIN OF COMMAND. WHAT OTHER CHANNEL OF COMMUNICATION PARALLELS AND REINFORCES THE CHAIN OF COMMAND?**

A. THE NCO SUPPORT CHANNEL.

**Q. THE NCO SUPPORT CHANNEL CONSISTS OF WHOM?**

A. BEGINS WITH THE CSM AND ENDS WITH SECTION CHIEFS, SQUAD LEADERS, OR TEAM LEADERS.

**Q. WHO REPRESENTS THE CONNECTION BETWEEN THE CHAIN OF COMMAND AND THE NCO SUPPORT CHANNEL?**

A. THE SENIOR NCO – THOUGH NOT A FORMAL PART OF THE CHAIN OF COMMAND, THE SENIOR NCO MUST KNOW AND UNDERSTAND THE ORDERS IN ORDER TO EFFECTIVELY IMPLEMENT THEM IN THE NCO SUPPORT CHANNEL.

**Q. WHAT IS THE NCO SUPPORT CHANNEL PRIMARILY USED FOR?**

A. PASSING INFORMATION, ISSUING ORDERS, AND ACCOMPLISHING ROUTINE BUT IMPORTANT MISSIONS.

**Q. THERE ARE THREE FORMAL CHANNELS OF COMMUNICATION IN THE ARMY. TWO HAVE ALREADY BEEN MENTIONED. WHAT IS THE THIRD?**

A. STAFF AND TECHNICAL CHANNELS.

**Q. WHAT IS MEANT BY “AUTHORITY”?**

A. THE LEGITIMATE POWER OF LEADERS TO DIRECT SUBORDINATES OR TO TAKE ACTION WITHIN THE SCOPE OF THEIR RESPONSIBILITY.

**Q. WHERE DOES AN NCO DERIVE HIS/HER AUTHORITY?**

A. LEGAL AUTHORITY BEGINS WITH THE CONSTITUTION WHICH DIVIDES AUTHORITY FOR THE MILITARY BETWEEN CONGRESS AND THE PRESIDENT. CONGRESS HAS THE AUTHORITY TO MAKE LAWS TO GOVERN THE ARMY; THE PRESIDENT HAS THE AUTHORITY TO COMMAND THE ARMY AS COMMANDER IN CHIEF. THE PRESIDENT EXERCISES HIS AUTHORITY THROUGH COMMISSIONED OFFICERS (AS DESCRIBED PREVIOUSLY) WHO, IN TURN, DELEGATE THE NECESSARY AUTHORITY TO NCOS IN ORDER TO ACCOMPLISH THE MISSION.

**Q. WHAT ARE THE TWO TYPES OF AUTHORITY?**

A.

- COMMAND AUTHORITY: CAN COME FROM REGULATION OR LAWS, BUT PRIMARILY ORIGINATES WITH THE PRESIDENT. LEADERS HAVE COMMAND AUTHORITY WHEN THEY FILL POSITIONS REQUIRING THE DIRECTION AND CONTROL OF OTHER MEMBERS OF THE ARMY. IT IS RESTRICTED TO THE SOLDIERS AND FACILITIES IN THEIR UNIT.
- GENERAL MILITARY AUTHORITY: THE AUTHORITY EXTENDED TO ALL SOLDIERS TO TAKE ACTION. IT ORIGINATES IN OATHS OF OFFICE, LAW, RANK STRUCTURE, TRADITION, AND REGULATION.

**Q. WHAT ARE THE NINE LEADERSHIP COMPETENCIES?**

A.

COMMUNICATIONS  
SUPERVISION  
TEACHING AND COUNSELING  
SOLDIER TEAM DEVELOPMENT  
TECHNICAL AND TACTICAL PROFICIENCY  
DECISION MAKING

PLANNING  
USE OF AVAILABLE SYSTEMS  
PROFESSIONAL ETHICS

**Q. WHAT ARE THE ELEVEN PRINCIPLES OF GOOD LEADERSHIP?**

A.

- BE TACTICALLY AND TECHNICALLY PROFICIENT
- KNOW YOURSELF AND SEEK SELF-IMPROVEMENT
- KNOW YOUR SOLDIERS AND LOOK OUT FOR THEIR WELFARE
- KEEP YOUR SOLDIERS INFORMED
- SET THE EXAMPLE
- ENSURE THE TASK IS UNDERSTOOD, SUPERVISED AND ACCOMPLISHED
- TRAIN YOUR SOLDIERS AS A TEAM
- MAKE SOUND AND TIMELY DECISIONS
- DEVELOP A SENSE OF RESPONSIBILITY IN YOUR SUBORDINATES
- EMPLOY YOUR UNIT IN ACCORDANCE WITH ITS CAPABILITIES
- SEEK RESPONSIBILITY AND TAKE RESPONSIBILITY FOR YOUR ACTIONS

**Q. WHAT ARE THE FACTORS OF LEADERSHIP?**

A. THE LED, THE LEADER, THE SITUATION, AND COMMUNICATIONS

**Q. WHAT ARE THE FOUR INDIVIDUAL VALUES THAT ALL SOLDIERS ARE EXPECTED TO POSSESS, AND WHAT DO THEY MEAN?**

A.

- COURAGE: OVERCOMING FEARS OF BODILY HARM AND DOING YOUR DUTY (PHYSICAL COURAGE), AND OVERCOMING FEARS OF OTHER THAN BODILY HARM (MORAL COURAGE) WHILE DOING WHAT OUGHT TO BE DONE
- CANDOR: IS BEING FRANK, OPEN, HONEST, AND SINCERE WITH YOUR SOLDIERS, SENIORS AND PEERS
- COMPETENCE: IS PROFICIENCY IN REQUIRED PROFESSIONAL KNOWLEDGE, JUDGMENT, AND SKILLS
- COMMITMENT: MEANS THE DEDICATION TO CARRY OUT ALL UNIT MISSIONS AND TO SERVE THE VALUES OF THE UNIT, ARMY, AND THE COUNTRY

**Q. WHAT ARE THE BASIC RESPONSIBILITIES OF A LEADER?**

A. ACCOMPLISHMENT OF THE MISSION AND THE WELFARE OF THE SOLDIERS

**Q. WHAT IS THE MOST FUNDAMENTAL AND IMPORTANT ORGANIZATIONAL TECHNIQUE USED BY THE ARMY?**

A. THE CHAIN OF COMMAND

**Q. WHAT IS THE CHAIN OF COMMAND?**

A. THE SEQUENCE OF COMMANDERS IN AN ORGANIZATION WHO HAVE DIRECT AUTHORITY AND PRIMARY RESPONSIBILITY FOR ACCOMPLISHING THE ASSIGNED UNIT MISSION WHILE CARING FOR PERSONNEL AND PROPERTY IN THEIR CHARGE

**Q. DESCRIBE THE NCO SUPPORT CHANNEL.**

A. THE NCO SUPPORT CHANNEL PARALLELS AND COMPLIMENTS THE CHAIN OF COMMAND. IT IS THE CHANNEL OF COMMUNICATION AND SUPERVISION FROM THE COMMAND SERGEANTS MAJOR TO THE FIRST SERGEANTS AND THEN TO OTHER NCOS AND ENLISTED PERSONNEL OF THE UNITS.

**Q. LIST FOUR INDICATORS OF UNIT EFFECTIVENESS AND GIVE A SHORT DEFINITION OF EACH.**

A.

-MORALE: A PERSON'S STATE OF MIND

-ESPRIT DE CORPS: PRIDE IN UNIT, ENTHUSIASM FOR UNIT, AND LOYALTY TO UNIT

-DISCIPLINE: PROMPT OBEDIENCE TO ORDERS AND INITIATION OF ACTION IN THE ABSENCE OF ORDERS

-PROFICIENCY: THE UNIT'S ABILITY TO ACCOMPLISH THE MISSION

## **COUNSELING**

**Q. WHAT IS COUNSELING?**

A. COUNSELING IS SUBORDINATE-CENTERED COMMUNICATION THAT PRODUCES A PLAN OUTLINING CONDITIONS NECESSARY FOR SUBORDINATES TO ACHIEVE INDIVIDUAL OR ORGANIZATIONAL GOALS. IT LEADS TO A SPECIFIC PLAN OF ACTION THAT CAN BE USED BY A SUBORDINATE AS A ROAD MAP FOR IMPROVEMENT.

NOTE: USAGE OF THE TERMS "COUNSELING" AND "DEVELOPMENTAL COUNSELING" ARE SYNONYMOUS.

**Q. WHAT ARE THE FIVE CHARACTERISTICS OF EFFECTIVE COUNSELING?**

A.

- PURPOSE: CLEARLY DEFINE THE PURPOSE OF THE COUNSELING.
- FLEXIBILITY: FIT THE COUNSELING STYLE TO THE CHARACTER OF EACH SUBORDINATE AND TO THE RELATIONSHIP DESIRED.
- RESPECT: VIEW SUBORDINATES AS UNIQUE, COMPLEX INDIVIDUALS, EACH WITH A DISTINCT SET OF VALUES, BELIEFS, AND ATTITUDES.
- COMMUNICATION: ESTABLISH OPEN, TWO-WAY COMMUNICATION WITH SUBORDINATES USING SPOKEN LANGUAGE, NONVERBAL ACTIONS, GESTURES, AND BODY LANGUAGE. EFFECTIVE COUNSELORS LISTEN MORE THAN THEY SPEAK.
- SUPPORT: ENCOURAGE SUBORDINATES THROUGH ACTIONS WHILE GUIDING THEM THROUGH THEIR PROBLEMS.

**Q. WHAT ARE THE FOUR QUALITIES OF AN EFFECTIVE COUNSELOR?**

A.

- RESPECT FOR SUBORDINATES
- SELF-AWARENESS AND CULTURAL AWARENESS
- EMPATHY
- CREDIBILITY

**Q. WHAT ARE THE THREE LEADER COUNSELING SKILLS THAT ALL LEADERS SHOULD SEEK TO DEVELOP AND IMPROVE?**

A.

- ACTIVE LISTENING
- RESPONDING
- QUESTIONING

**Q. WHAT ARE SOME OF THE INDICATORS OF ACTIVE LISTENING?**

A.

- MAINTAIN EYE CONTACT (WITHOUT APPEARING TO STARE)
- USE BODY POSTURE TO HELP PUT THE COUNSELEE AT EASE. BE RELAXED BUT NOT SO RELAXED THAT IT APPEARS YOU ARE NOT INTERESTED.
- OCCASIONALLY NOD YOUR HEAD TO SHOW THAT YOU ARE INTERESTED.
- KEEP YOUR FACIAL EXPRESSIONS NATURAL AND RELAXED.
- REFRAIN FROM TALKING TOO MUCH AND AVOID INTERRUPTING.

**Q. NAME SOME COMMON ERRORS IN COUNSELING THAT EFFECTIVE LEADERS SHOULD SEEK TO AVOID.**

A.

- PERSONAL BIAS
- RASH JUDGMENTS
- STEREOTYPING
- LOSING EMOTIONAL CONTROL
- INFLEXIBLE COUNSELING METHODS
- IMPROPER FOLLOW-UP

**Q. LEADERS MUST BE AWARE OF THEIR LIMITATIONS WHEN SEEKING TO OFFER ADVICE OR COUNSELING AND SHOULD BECOME INTIMATELY FAMILIAR WITH THE AGENCIES AVAILABLE TO HELP SOLDIERS WITH SPECIFIC NEEDS. WHAT ARE SOME OF THESE AGENCIES?**

A.

- ADJUTANT GENERAL – PROVIDES PERSONNEL AND ADMINISTRATIVE SERVICES SUPPORT SUCH AS ORDERS, ID CARDS, RETIREMENT ASSISTANCE, DEFERMENTS, AND IN- AND OUT-PROCESSING.
- AMERICAN RED CROSS – PROVIDES COMMUNICATIONS SUPPORT BETWEEN SOLDIERS AND FAMILIES AND ASSISTANCE DURING OR AFTER EMERGENCY OR COMPASSIONATE SITUATIONS.

- ARMY COMMUNITY SERVICE – ASSISTS MILITARY FAMILIES THROUGH THEIR INFORMATION AND REFERRAL SERVICES, BUDGET AND INDEBTEDNESS COUNSELING, HOUSEHOLD ITEM LOAN CLOSET, INFORMATION ON OTHER MILITARY POSTS, AND WELCOME PACKETS FOR NEW ARRIVALS.
- ARMY SUBSTANCE ABUSE PROGRAM – PROVIDES ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL PROGRAMS FOR DA CIVILIANS.
- BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) – SERVES AS A LIAISON BETWEEN UPPER LEVELS OF COMMAND ON THE INSTALLATION AND SINGLE SOLDIERS.
- ARMY EDUCATION CENTER – PROVIDES SERVICES FOR CONTINUING EDUCATION AND INDIVIDUAL LEARNING SERVICES SUPPORT.
- ARMY EMERGENCY RELIEF – PROVIDES FINANCIAL ASSISTANCE AND PERSONAL BUDGET COUNSELING; COORDINATES STUDENT LOANS THROUGH ARMY EMERGENCY RELIEF EDUCATION LOAN PROGRAMS.
- CAREER COUNSELOR – EXPLAINS REENLISTMENT OPTIONS AND PROVIDES CURRENT INFORMATION ON PREREQUISITES FOR REENLISTMENT AND SELECTIVE REENLISTMENT BONUSES.
- CHAPLAIN – PROVIDES SPIRITUAL AND HUMANITARIAN COUNSELING TO SOLDIERS AND DA CIVILIANS.
- CLAIMS SECTION, SJA – HANDLES CLAIMS FOR AND AGAINST THE GOVERNMENT, MOST OFTEN THOSE FOR THE LOSS AND DAMAGE OF HOUSEHOLD GOODS.
- LEGAL ASSISTANCE OFFICE – PROVIDES LEGAL INFORMATION OR ASSISTANCE ON MATTERS OF CONTRACTS, CITIZENSHIP, ADOPTION, MARITAL PROBLEMS, TAXES, WILLS, AND POWERS OF ATTORNEY.
- COMMUNITY COUNSELING CENTER – PROVIDES ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL PROGRAMS FOR SOLDIERS.
- COMMUNITY HEALTH NURSE – PROVIDES PREVENTIVE HEALTH CARE SERVICES.
- COMMUNITY MENTAL HEALTH SERVICE – PROVIDES ASSISTANCE AND COUNSELING FOR MENTAL HEALTH PROBLEMS.
- EMPLOYEE ASSISTANCE PROGRAM – PROVIDES HEALTH NURSE, MENTAL HEALTH SERVICE, AND SOCIAL WORK SERVICES FOR DA CIVILIANS.
- EQUAL OPPORTUNITY STAFF OFFICE AND EQUAL EMPLOYMENT OPPORTUNITY OFFICE –  
 PROVIDES, ASSISTANCE FOR MATTERS INVOLVING DISCRIMINATION IN RACE, COLOR, NATIONAL ORIGIN, GENDER, AND RELIGION. PROVIDES INFORMATION ON PROCEDURES FOR INITIATING COMPLAINTS AND RESOLVING COMPLAINTS INFORMALLY.
- FAMILY ADVOCACY OFFICER – COORDINATES PROGRAMS SUPPORTING CHILDREN AND FAMILIES INCLUDING ABUSE AND NEGLECT INVESTIGATION, COUNSELING, AND EDUCATIONAL PROGRAMS.
- FINANCE AND ACCOUNTING OFFICE – HANDLES INQUIRIES FOR PAY, ALLOWANCES, AND ALLOTMENTS.
- HOUSING REFERRAL OFFICE – PROVIDES ASSISTANCE WITH HOUSING ON AND OFF POST.
- INSPECTOR GENERAL – RENDERS ASSISTANCE TO SOLDIERS AND DA CIVILIANS. CORRECTS INJUSTICES AFFECTING INDIVIDUALS AND ELIMINATES CONDITIONS DETERMINED TO BE DETRIMENTAL TO THE EFFICIENCY, ECONOMY, MORALE, AND REPUTATION OF AMERICA'S ARMY. INVESTIGATES MATTERS INVOLVING FRAUD, WASTE, AND ABUSE.

- SOCIAL WORK OFFICE – PROVIDES SERVICES DEALING WITH SOCIAL PROBLEMS TO INCLUDE CRISIS INTERVENTION, FAMILY THERAPY, MARITAL COUNSELING, AND PARENT OR CHILD MANAGEMENT ASSISTANCE.
- TRANSITION OFFICE – PROVIDES ASSISTANCE AND INFORMATION ON SEPARATION FROM THE ARMY.

**Q. WHAT ARE THE TWO CATEGORIES OF DEVELOPMENTAL COUNSELING?**

A.

- EVENT-ORIENTED COUNSELING
- PERFORMANCE/PROFESSIONAL GROWTH COUNSELING

NOTE: THIS WAS PREVIOUSLY KNOWN AS THE FIVE "REASONS" OR FIVE "TYPES" OF COUNSELING. THE FIVE TYPES HAVE BEEN CONDENSED INTO TWO CATEGORIES.

**Q. WHAT ARE SOME EXAMPLES OF EVENT-ORIENTED COUNSELING?**

A.

- SPECIFIC INSTANCES OF SUPERIOR OR SUBSTANDARD PERFORMANCE.
- RECEPTION AND INTEGRATION COUNSELING.
- CRISIS COUNSELING.
- REFERRAL COUNSELING.
- PROMOTION COUNSELING (I.E. PRIOR TO BOARD).
- SEPARATION COUNSELING.

**Q. PERFORMANCE COUNSELING SHOULD NEVER DWELL ON THE PAST BUT SHOULD FOCUS INSTEAD ON WHAT THREE AREAS?**

A.

- THE SUBORDINATE'S STRENGTHS
- AREAS NEEDING IMPROVEMENT
- POTENTIAL

**Q. WHAT ARE THE THREE APPROACHES TO COUNSELING?**

A.

- DIRECTIVE – COUNSELOR-CENTERED; ASSUMES THE LEADER HAS THE SKILLS AND KNOWLEDGE TO ASSESS THE SITUATION AND OFFER COURSES OF ACTION.
- NONDIRECTIVE – SOLDIER-CENTERED; COUNSELOR CAUSES THE SOLDIER TO TAKE RESPONSIBILITY FOR SOLVING THE PROBLEM.
- COMBINED – LEADER USES PARTS OF THE DIRECTIVE AND NONDIRECTIVE APPROACHES.

**Q. WHICH IF THE ABOVE APPROACHES IS PREFERRED FOR MOST COUNSELING SESSIONS?**

A. THE NONDIRECTIVE APPROACH.

**Q. WHEN IS A LEADER MOST LIKELY TO USE THE DIRECTIVE APPROACH IN A COUNSELING SESSION?**

A.

- WHEN TIME IS SHORT
- WHEN THE LEADER ALONE KNOWS WHAT TO DO
- WHEN THE COUNSELED SOLDIER HAS LIMITED PROBLEM-SOLVING ABILITIES

**Q. WHAT ARE SOME COUNSELING TECHNIQUES THAT MAY BE USED IN THE NONDIRECTIVE APPROACH?**

A.

- SUGGESTING ALTERNATIVES – BOTH PARTICIPATE IN DECIDING BEST COURSE OF ACTION.
- RECOMMENDING – RECOMMEND AN ALTERNATIVE SOLUTION BUT ALLOW THE SOLDIER TO DECIDE ON THE BEST COURSE OF ACTION.
- PERSUADING – PERSUADE SOLDIER THAT A GIVEN COURSE OF ACTION IS BEST BUT LEAVE THE DECISION TO THE SOLDIER.
- ADVISING – ADVISE SOLDIER THAT A GIVEN COURSE OF ACTION IS BEST. THIS IS THE STRONGEST FORM OF INFLUENCE NOT INVOLVING A COMMAND.

**Q. WHAT ARE SOME COUNSELING TECHNIQUES THAT MAY BE USED IN THE DIRECTIVE APPROACH?**

A.

- CORRECTIVE TRAINING – SOLDIER COMPLETES CORRECTIVE TRAINING WHEN THE STANDARD IS ATTAINED.
- COMMANDING – ORDER SOLDIER TO TAKE A GIVEN COURSE OF ACTION USING CLEAR, EXACT WORDS.

**Q. EFFECTIVE COUNSELORS USE THE “COUNSELING PROCESS,” WHICH INVOLVES FOUR STAGES. WHAT ARE THEY?**

A.

- IDENTIFY THE NEED FOR COUNSELING
- PREPARE FOR COUNSELING
- CONDUCT COUNSELING
- FOLLOW UP

**Q. WHAT ARE THE STEPS INVOLVED IN PREPARING FOR COUNSELING?**

A.

- SELECT A SUITABLE PLACE
- SCHEDULE THE TIME
- NOTIFY THE SUBORDINATE WELL IN ADVANCE
- ORGANIZE INFORMATION
- OUTLINE THE COUNSELING SESSION COMPONENTS
- PLAN YOUR COUNSELING STRATEGY
- ESTABLISH THE RIGHT ATMOSPHERE

**Q. WHAT IS CONSIDERED A “SUITABLE PLACE” FOR A COUNSELING SESSION?**



A. AN ENVIRONMENT THAT MINIMIZES INTERRUPTIONS AND IS FREE FROM DISTRACTING SIGHTS AND SOUNDS.

**Q. THE LENGTH OF TIME REQUIRED FOR A COUNSELING SESSION WILL BE DETERMINED BY THE COMPLEXITY OF THE ISSUE(S), BUT GENERALLY SPEAKING SHOULD LAST NO MORE THAN HOW LONG?**

A. NO MORE THAN ONE HOUR.

**Q. WHAT SHOULD YOU DO IF YOU ANTICIPATE A COUNSELING SESSION LASTING MORE THAN ONE HOUR?**

A. SCHEDULE A SECOND SESSION.

**Q. WHAT ARE THE FOUR BASIC STEPS IN CONDUCTING THE COUNSELING SESSION?**

- A.
- OPEN THE SESSION
  - DISCUSS THE ISSUES
  - DEVELOP THE PLAN OF ACTION
  - RECORD AND CLOSE THE SESSION

**Q. WHAT IS THE BEST WAY TO OPEN A COUNSELING SESSION?**

A. CLEARLY STATE THE PURPOSE OF THE SESSION.

**Q. WHAT TWO STEPS SHOULD BE USED IN THE FOLLOW-UP OF A COUNSELING SESSION?**

- A.
- ENSURE PLAN OF ACTION HAS BEEN IMPLEMENTED
  - ASSESS THE PLAN OF ACTION (DID IT WORK?)

**Q. DA FORM 4856 (GENERAL COUNSELING FORM) HAS BEEN REPLACED BY WHAT FORM?**

A. DA FORM 4856-E, DEVELOPMENT COUNSELING FORM.

**Q. WHAT ARE THE THREE STAGES OF THE CHARACTER DEVELOPMENT PYRAMID?**

- A.
- LEADERS TEACH VALUES – SUBORDINATES LEARN THE CULTURE.
  - LEADERS REINFORCE VALUES – SUBORDINATES COMPLY.
  - LEADERS SHAPE THE ETHICAL CLIMATE – SUBORDINATES INTERNALIZE ARMY VALUES.

**Q. WHAT ARE THE 19 LEADERSHIP TRAITS?**

A.

- (1) **INITIATIVE:** THE ABILITY TO TAKE ACTIONS, WITHOUT WAITING FOR ORDERS OR SUPERVISION THAT YOU BELIEVE WILL ACCOMPLISH UNIT GOALS.
- (2) **WILL:** THE PERSEVERANCE TO ACCOMPLISH A GOAL, REGARDLESS OF SEEMINGLY INSURMOUNTABLE OBSTACLES.
- (3) **INTEGRITY:** UTTER SINCERITY, HONESTY, AND CANDOR.
- (4) **SELF-DISCIPLINE:** FORCING YOURSELF TO DO YOUR DUTY REGARDLESS OF HOW TIRED OR UNWILLING YOU MAY BE.
- (5) **HUMILITY:** THE ABILITY TO HONESTLY ADMIT MISTAKES OR IMPERFECTIONS IN YOUR CHARACTER, KNOWLEDGE, AND SKILLS.
- (6) **TACT:** A KEEN SENSE OF WHAT TO DO OR SAY THAT WILL ALLOW POSITIVE INTERACTION.
- (7) **ASSERTIVENESS:** TAKING CHARGE WHEN NECESSARY, MAKING YOUR IDEAS KNOWN, HELPING TO DEFINE THE PROBLEM, AND GETTING OTHERS TO DO THE RIGHT THING TO SOLVE THE PROBLEM.
- (8) **BEARING:** A PERSON'S POSTURE, OVERALL APPEARANCE, AND MANNER OF PHYSICAL MOVEMENT. IT IS AN OUTWARD DISPLAY OF A PERSON'S INNER FEELINGS, FEARS, AND OVERALL INNER CONFIDENCE.
- (9) **ENDURANCE:** MENTAL, SPIRITUAL, AND PHYSICAL STAMINA.
- (10) **SELF-IMPROVEMENT:** READING, STUDYING, SEEKING CHALLENGING ASSIGNMENTS, AND WORKING TO STRENGTHEN BELIEFS, VALUES, ETHICS, CHARACTER, KNOWLEDGE, AND SKILLS.
- (11) **SENSE OF HUMOR:** NOT TAKING YOURSELF TOO SERIOUSLY; CONTRIBUTING TO THE LAUGHTER AND MORALE OF THE PEOPLE AROUND YOU.
- (12) **EMPATHY OR COMPASSION:** BEING SENSITIVE TO THE FEELINGS, VALUES, INTERESTS, AND WELL-BEING OF OTHERS.
- (13) **DECISIVENESS:** THE ABILITY TO MAKE A GOOD DECISION AT THE RIGHT TIME.
- (14) **CONFIDENCE:** THE ASSURANCE THAT YOU AND YOUR SOLDIERS WILL BE SUCCESSFUL IN WHATEVER YOU DO.
- (15) **CREATIVITY:** THE ABILITY TO THINK OF NEW IDEAS, PROGRAMS, AND SOLUTIONS TO PROBLEMS - INGENUITY.
- (16) **COOLNESS UNDER STRESS:** A CONFIDENT CALMNESS IN LOOKS AND BEHAVIOR.
- (17) **MATURITY:** THE SENSE OF RESPONSIBILITY A PERSON DEVELOPS.

(18) **FLEXIBILITY:** THE CAPABILITY TO MAKE TIMELY AND APPROPRIATE CHANGES IN THINKING, PLANS, OR METHODS WHEN YOU SEE, OR WHEN OTHERS CONVINCE YOU, THAT THERE IS A BETTER WAY.

(19) **JUSTICE:** THE FAIR TREATMENT OF ALL PEOPLE REGARDLESS OF RACE, COLOR, CREED, GENDER, ETC.

**Q. WHAT ARE THE FOUR FUNDAMENTAL STEPS IN SUPERVISING SUBORDINATES IN THE ACCOMPLISHMENT OF A TASK?**

A.

- ASSIGN THE TASK.
- SET STANDARDS.
- CHECK PROGRESS.
- DETERMINE IF STANDARDS HAVE BEEN MET (FOLLOW-UP).

**Q. WHAT IS THE DEFINITION OF A "COMBAT ORDER"?**

A. WRITTEN OR ORAL COMMUNICATIONS THAT CONVEY INFORMATION AND INSTRUCTION THAT PERTAIN TO COMBAT OPERATIONS.

**Q. WHAT ARE THE TYPES OF COMBAT ORDERS AT THE SQUAD/SECTION LEVEL?**

A.

- OPERATION ORDERS
- WARNING ORDERS
- FRAGMENTARY ORDERS

**Q. WHAT ARE THE FIVE ELEMENTS OF THE 5-PARAGRAPH OPERATIONS ORDER (OPORD)?**

A.

- (1) SITUATION
- (2) MISSION
- (3) EXECUTION
- (4) SERVICE SUPPORT (LOGISTICS)
- (5) COMMAND & SIGNAL

**Q. WHAT IS THE PURPOSE OF A FRAGMENTARY ORDER (FRAGO)?**

A. IT PROVIDES CHANGES TO EXISTING OPERATION ORDERS.

**Q. WHAT ARE THE EIGHT TROOP-LEADING STEPS?**

A.

- (1) RECEIVE THE MISSION
- (2) ISSUE THE WARNING ORDER
- (3) MAKE A TENTATIVE PLAN
- (4) START NECESSARY MOVEMENT
- (5) RECONNAISSANCE
- (6) COMPLETE THE PLAN

- (7) ISSUE THE COMPLETE ORDER
- (8) SUPERVISE

**Q. WHAT ARE THE "CAV BIG 8"?**

A.

- OPORD
- GRAPHICS
- PCCS/PCIS
- REHEARSALS
- SECURITY
- RECON AND SURVEILLANCE
- RISK MANAGEMENT
- TIME MANAGEMENT

**Q. WHAT ARE THE FIVE BASIC RULES OF COMBAT?**

A.

- (1) MOVE
- (2) SHOOT
- (3) COMMUNICATE
- (4) SECURE
- (5) SUSTAIN

**Q. CAN YOU DELEGATE RESPONSIBILITY?**

A. NO, ONLY AUTHORITY CAN BE DELEGATED.

**Q. LIST FOUR INDICATORS OF UNIT EFFECTIVENESS (UNIT LEADERSHIP).**

A.

- MORALE
- DISCIPLINE
- ESPRIT DE CORPS
- PROFICIENCY

**Q. LIST FIVE THINGS THAT AFFECT A UNIT'S MORALE.**

A.

- MESS
- MILITARY JUSTICE
- MAIL
- SUPPLY
- LIVING CONDITIONS

**Q. WHAT IS A BASIC PREREQUISITE TO GOOD LEADERSHIP?**

A. AN UNDERSTANDING OF HUMAN BEHAVIOR (NEEDS).

**Q. WHAT ARE THE ESSENTIAL INGREDIENTS IN A PROPER SENIOR/SUBORDINATE RELATIONSHIP?**

A. MUTUAL RESPECT AND RESTRAINT FROM UNDUE FAMILIARITY.

**Q. WHAT ARE FIVE ROLES OF A LEADER?**

A.

(1) TEACHER

(2) TRAINER

(3) ADMINISTRATOR

(4) COUNSELOR

(5) COMMANDER

**NUCLEAR BIOLOGICAL CHEMICAL WARFARE**  
**FM 3-3, 3-3-1, 3-4, 3-5, 3-7, 3-100**

**Q: WHAT PUBLICATION COVERS NBC?**

A: AR 350-41

**Q: WHAT FIELD MANUALS COVER NBC?**

A: FM 3-3, 3-3-1, 3-4, 3-5, 3-7, AND 3-100

**Q: WHAT DOES NBC STAND FOR?**

A: NUCLEAR, BIOLOGICAL AND CHEMICAL

**Q: WHAT IS NBC?**

A: NBC IS A CHEMICAL DEFENSE

**Q: WHAT ARE THE THREE FUNDAMENTALS OF NBC DEFENSE?**

A: CONTAMINATION AVOIDANCE  
PROTECTION  
DECONTAMINATION

**Q: WHAT ARE THE TWO TYPES OF NBC HAZARDS?**

A: IMMEDIATE HAZARDS  
RESIDUAL HAZARDS

**Q: WHAT ARE THE THREE CLASSIFICATIONS OF NBC MARKERS?**

A: THEY'RE:

1. CHEMICAL	YELLOW BACKGROUND WITH RED LETTERING (GAS)
2. BIOLOGICAL	BLUE BACKGROUND WITH RED LETTERING (BIO)
3. RADIOLOGICAL	WHITE BACKGROUND W/BLACK LETTERING (ATOM)

**Q: WHAT INFORMATION IS ANNOTATED ON EACH OF THE NBC MARKERS?**

A: CHEMICAL MARKER	NAME OF AGENT (IF KNOWN) DATE AND TIME OF DETECTION
--------------------	--

BIOLOGICAL MARKER	NAME OF AGENT (IF KNOWN) DATE AND TIME OF DETECTION
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RADIOLOGICAL MARKER	DOSE RATE, DATE AND TIME OF READING DATE AND TIME OF BURST (IF KNOWN)
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**Q: WHAT IS MOPP?**

A: MISSION ORIENTED PROTECTIVE POSTURE

**Q: WHAT MUST BE DONE TO YOUR PROTECTIVE MASK PRIOR TO WASHING IT (IF IT'S TO BE IMMERSED)?**

A: REMOVE THE FILTERS

**Q: HOW MANY NBC REPORTS ARE THERE?**

A: 6

**Q: WHAT ARE THE 6 NBC REPORTS?**

A: THEY'RE:

NBC 1. OBSERVER'S INITIAL REPORT

NBC 2. EVALUATED DATA REPORT

NBC 3. WARNING OF PREDICTED CONTAMINATION AND HAZARD AREAS

NBC 4. MONITORING AND SURVEY REPORT

NBC 5. ACTUAL CONTAMINATED AREAS REPORT

NBC 6. DETAILED INFORMATION ON CHEMICAL/ BIOLOGICAL ATTACK  
REPORT

**Q: WHICH OF THE NBC REPORTS IS THE MOST WIDELY USED?**

A: NBC 1

**Q: THE PROTECTIVE MASK WILL NOT PROTECT AGAINST WHAT TWO TYPES OF GASES?**

A: AMMONIA VAPORS  
CARBON MONOXIDE

**Q: WHAT ARE THE THREE APPROVED METHODS FOR WEARING THE PROTECTIVE MASK CARRIER?**

A: SHOULDER CARRY  
LEG CARRY  
PISTOL BELT CARRY

**Q: AS MOPP LEVEL INCREASES, WHAT INCREASES AND WHAT DECREASES?**

A: PROTECTION INCREASES  
PERFORMANCE (EFFICIENCY) DECREASES

**Q: WHO HAS THE AUTHORITY TO ORDER THE USE OF NUCLEAR WEAPONS?**

A: ONLY THE PRESIDENT OF THE UNITED STATES

**Q: MOPP IS A TOOL FOR LEADERS TO USE AND SHOULD BE BASED ON WHAT FOUR CONSIDERATIONS?**

A: THREAT  
TEMPERATURE  
WORK RATE  
MISSION

**Q: WHAT IS THE LAST STEP IN DONNING THE PROTECTIVE MASK?**

A: SNAP THE MASK CARRIER CLOSED

**Q: SOLDIERS IN MOPP 4 MAY LOSE HOW MUCH WATER PER HOUR THROUGH PERSPIRATION?**

A: 1 ½ QUARTS OR MORE

**Q: WHAT ARE THE THREE TYPES OF PROCEDURES FOR MOPP GEAR EXCHANGE?**

A: INDIVIDUAL  
BUDDY TEAM  
TRIPLE BUDDY

**Q: HOW LONG SHOULD IT TAKE TO PERFORM MOPP GEAR EXCHANGE?**

A: 45 MINUTES

**Q: NBC PROTECTION IS DIVIDED INTO WHAT TWO BROAD AREAS?**

A: **INDIVIDUAL**-EACH SOLDIER TAKES MEASURES TO SURVIVE AND CONTINUE THE MISSION.

**COLLECTIVE**-CONTAMINATION-FREE WORKING ENVIRONMENT; ELIMINATE CONTINUOUS WEAR OF MOPP GEAR.

**Q: WHAT ARE THE THREE LEVELS OF DECON?**

A: THEY ARE:  
1. IMMEDIATE  
2. OPERATIONAL  
3. THOROUGH

**Q: WHAT ARE THE FOUR PORTALS OF ENTRY THAT TOXIC AGENTS ENTER THE BODY?**

A: NOSE, EYES, MOUTH, AND SKIN

**Q: WHAT IS THE UNITED STATES POLICY REGARDING THE USE OF NUCLEAR, CHEMICAL, BIOLOGICAL ASSETS?**

A: BIOLOGICAL            NO USE  
CHEMICAL                NO FIRST USE



NUCLEAR

LAST RESORT (WILL USE FIRST ONLY IF NECESSARY)

**Q: WHAT FORM DO NBC CONTAMINANTS COME IN?**

A: SOLIDS  
LIQUIDS  
GASES

**Q: WHAT IS THE STANDARD TIME ALLOWED TO DON THE M40 PROTECTIVE MASK?**

A: 9 SECONDS TO PUT ON, CLEAR AND SEAL THE MASK

**Q: HOW MANY MOPP LEVELS ARE THERE AND WHAT ARE THEY?**

A: THERE ARE 6:

- |               |  |
|---------------|--|
| 1. MOPP-READY | MASK CARRIED, MOPP GEAR AVAILABLE WITHIN TWO HRS,<br>6 HRS FOR 2 <sup>ND</sup> SET.    |
| 2. MOPP-0     | MASK CARRIED, MOPP GEAR WITHIN REACH   |
| 3. MOPP-1     | MASK CARRIED, OVERGARMENT WORN, OVERBOOTS<br>GLOVES, HELMET COVER AVAILABLE            |
| 4. MOPP-2     | MASK CARRIED, OVERGARMENT WORN, OVERBOOTS<br>WORN, GLOVES AVAILABLE, HELMET COVER WORN |
| 5. MOPP-3     | EVERYTHING BUT THE GLOVES ARE WORN   |
| 6. MOPP-4     | EVERYTHING IS WORN   |

**Q: WHAT IS THE MOST IMPORTANT PIECE OF INDIVIDUAL PROTECTIVE EQUIPMENT FOR THE PROTECTION AGAINST CHEMICAL OR BIOLOGICAL ATTACK?**

A: THE PROTECTIVE MASK

**Q: WHAT SHOULD BE DONE WHEN STORING THE M-40 PROTECTIVE MASK FOR MORE THAN 30 DAYS?**

A: USE THE FACEFORM

**Q: WHAT SHOULD BE THE ACTIONS OF EVERYONE HEARING THE ALARM "GAS"?**

A: IMMEDIATELY MASK, REPEAT THE ALARM, AND TAKE COVER OR OTHER NECESSARY PRECAUTION.

## NUCLEAR

**Q: WHAT ARE THE FOUR PRINCIPLE EFFECTS OF ANY NUCLEAR EXPLOSION?**

A: THERMAL RADIATION  
NUCLEAR RADIATION  
BLAST  
ELECTROMAGNETIC PULSE (EMP)

**Q: WHAT IS THE CAUSE OF MOST OF THE MATERIAL DESTRUCTION ACCOMPANYING A NUCLEAR EXPLOSION?**

A: THE BLAST

**Q: WHAT IS EMP?**

A: ELECTROMAGNETIC PULSE

**Q: WHAT ARE THE THREE TYPES OF NUCLEAR EXPLOSIONS?**

A: AIR  
SURFACE  
SUB-SURFACE

**Q: WHAT SHOULD YOU DO IF YOU ARE IN THE OPEN AND SEE A BRILLIANT FLASH YOU RECOGNIZE AS A NUCLEAR EXPLOSION?**

A: YOU:

1. IMMEDIATELY DROP TO THE GROUND FACEDOWN, WITH HEAD TOWARD BLAST IF POSSIBLE.
2. CLOSE EYES.
3. PROTECT EXPOSED SKIN FROM HEAT AND DEBRIS.
4. REMAIN FACEDOWN UNTIL BOTH THE INITIAL BLAST AND RETURN BLAST WAVES HAVE PASSED AND DEBRIS STOP FALLING.
5. STAY CALM, CHECK FOR INJURY, WEAPONS AND EQUIPMENT FOR DAMAGE, AND PREPARE TO CONTINUE THE MISSION.

**Q: WHAT IS "FALLOUT"?**

A: DIRT AND DEBRIS FORMED INTO A FIREBALL

**Q: WHAT IS FIRST AID FOR RADIATION?**

A: NONE

**Q: WHAT ARE THE FIRST AID MEASURES FOR NERVE AGENT POISONING?**

A: USE OF THE MARK I NERVE AGENT ANTIDOTE KIT.

## **BIOLOGICAL**

**Q: WHAT IS MEANT BY BIOLOGICAL WARFARE?**

A: THE INTENTIONAL USE, BY THE ENEMY, OF GERMS OR TOXINS **TO CAUSE DEATH AND DISEASE** AMONG PERSONNEL, ANIMALS, PLANTS, OR TO DETERIORATE MATERIAL.

**Q: WHAT ARE THE TWO TYPES OF BIOLOGICAL AGENTS?**

A: **PATHOGENS**-LIVING MICROORGANISMS (VIRUSES, BACTERIA, RICKETTSIAE)  
**TOXINS**-POISONOUS WASTES PRODUCED BY MICROORGANISMS

**Q: WHAT IS A VECTOR?**

A: AN INSECT USED TO DISSEMINATE BIOLOGICAL AGENTS (FLEAS, TICKS, MOSQUITOES)

**Q: WHAT INFLUENCES THE ABILITY OF BIOLOGICAL AGENTS TO SURVIVE IN THE ATMOSPHERE?**

A: SUNLIGHT, WEATHER, TERRAIN, AND THE TYPE OF AGENT

**Q: WHAT IS THE DECON METHOD FOR BIOLOGICAL CONTAMINATION?**

A: HOT, SOAPY WATER

## **CHEMICAL**

**Q: CHEMICAL AGENTS ARE CLASSIFIED INTO WHAT THREE CATEGORIES?**

A: PERSISTENT  
NON-PERSISTENT  
DUSTY

**Q: WHAT IS MEANT BY PERSISTENCY?**

A: THE LENGTH OF TIME THAT A HAZARD REMAINS

**Q: WHAT ARE THE 6 TYPES OF CHEMICAL AGENTS?**

A: NERVE  
BLOOD  
BLISTER  
CHOKING  
PSYCHOCHEMICAL  
IRRITANTS

**Q: WHAT DECONTAMINATION EQUIPMENT IS AVAILABLE FOR CHEMICAL AGENTS?**

A: THE M258A1 KIT.

**Q: WHEN USING THE M8 PAPER, A READING OF YELLOW-GOLD, RED-PINK, AND DARK-GREEN INDICATES WHAT?**

A: YELLOW-GOLD	INDICATES G-NERVE
RED-PINK	INDICATES H-BLISTER
DARK-GREEN	INDICATES V-NERVE

**Q: WHAT IS THE PROPER METHOD FOR USING THE M8 DETECTOR PAPER?**

A: BLOT THE PAPER ON THE SUSPECTED CONTAMINATED SURFACE. DO NOT RUB THE PAPER AGAINST A SUSPECTED SURFACE BECAUSE FALSE POSITIVE (RED) STREAKS ARE PRODUCED.

**Q: WHAT ARE THE FIRST AID MEASURES FOR BLISTER AGENTS?**

A: DECONTAMINATE SKIN WITH M258A1/M291 KIT. FLUSH EYES WITH CLEANEST WATER AVAILABLE. TREAT BLISTERS AS BURNS. SEEK MEDICAL ATTENTION.

**Q: HOW OFTEN SHOULD THE PROTECTIVE MASK BE INSPECTED?**

A: EVERY TIME THE MASK IS USED  
EVERY 6 MONTHS DURING PEACETIME  
WEEKLY DURING COMBAT

**Q: BY WHAT SIX MEANS MAY CHEMICAL OR BIOLOGICAL AGENTS BE DELIVERED?**

A: BY:

1. MINES
2. ROCKETS
3. ARTILLERY
4. AIRCRAFT SPRAY
5. BOMBS
6. COVERT/SABOTAGE

**Q: WHAT IS THE M258A1 KIT?**

A: THE INDIVIDUAL DECONTAMINATION KIT

**Q: WHAT IS A FOX?**

A: IT'S A TACTICAL NBC RECONNAISSANCE SYSTEM, SIX WHEEL AMPHIBIOUS ARMORED CARGO AND TACTICAL TRANSPORT VEHICLE.

**Q: WHAT ARE PATHOGENS?**

A: INFECTIOUS AGENTS THAT CAUSE DISEASE IN MAN, ANIMALS, OR PLANTS.

**Q: WHAT ARE SOME EXAMPLES OF PATHOGENS?**

A: BACTERIA  
VIRUSES  
RICKETTSIAE

**Q: DEFINE EACH OF THE PATHOGENS?**

A: BACTERIA	LIVING MICROORGANISM
VIRUSES	INFECTIOUS ORGANISM WITH THE NEED TO LIVE INSIDE A CELL TO MULTIPLY
RICKETTSIAE	CAN'T MULTIPLY UNLESS INSIDE A LIVING CELL

**Q: WHAT ARE TOXINS?**

A: TOXINS ARE POISONOUS SUBSTANCES PRODUCED AS BY-PRODUCTS OF MICROORGANISM (PATHOGENS) PLANTS AND ANIMALS

**Q: WHAT DOES EACH OF THE NBC PUBLICATIONS, FM 3-3 THROUGH FM 3-100 CONTAIN?**

A: FM 3-3	CHEMICAL AND BIOLOGICAL CONTAMINATION AVOIDANCE
FM 3-4	NBC PROTECTION
FM 3-5	NBC DECONTAMINATION
FM 3-7	FIELD HANDBOOK
FM 3-100	CHEMICAL OPERATIONS (PRINCIPLES AND FUNDAMENTALS)

**Q: WHAT IS AN M9 PAPER?**

A: IT'S A CHEMICAL AGENT DETECTION PAPER

### **SITUATIONS**

**Q: WHEN MARCHING TROOPS AND THEY ARE MARCHING TOWARDS THE EDGE OF A CLIFF WITH ONE STEP LEFT THEY WILL FALL OVER. WHAT COMMAND IS GIVEN FOR THEM NOT TO FALL?**

A: GAS

**Q: IN A KNOWN CHEMICAL OR BIOLOGICAL ENVIRONMENT WHAT IS YOUR FIRST REACTION?**

A: CLOSE YOUR EYES  
HOLD BREATHE  
DON THE PROTECTIVE MASK  
GIVE THE WARNING SIGNAL

**Q: WHILE IN MOPP 4, WHO GIVES THE COMMAND, "ALL CLEAR"?**

A: THE COMMANDER, THE HIGHEST RANKING, OR THE PERSON IN CHARGE.

**NONCOMMISSIONED OFFICER EVALUATION REPORT**  
**DA PAM 623-205**

**Q: WHAT REGULATIONS COVER THE NCOER?**

A: AR 623-205 AND DA CIR 623-88-1

**Q: WHAT IS THE PURPOSE OF THE NCOER?**

A: TO IDENTIFY SKILLS, KNOWLEDGE, AND ATTITUDES; TO POINT OUT IMMEDIATE WEAK AREAS AND TO STRENGTHEN STRONG AREAS.

**Q: ON WHAT FORM IS THE NCOER RECORDED?**

A: DA FORM 2166-8

**Q: HOW MANY SIGNATURES ARE REQUIRED IN PART II OF THE NCOER?**

A: FOUR SIGNATURES

**Q: WHAT ARE THE FOUR SIGNATURES REQUIRED ON THE NCOER?**

A: THEY'RE THE:

1. RATED NCO
2. RATER
3. SENIOR RATER
4. REVIEWER

**Q: HOW MANY PARTS (SECTIONS) ARE THERE IN THE NCOER?**

A: FIVE

**Q: WHAT ARE THE FIVE PARTS TO THE NCOER?**

A: THEY'RE:

1. PART I - -ADMINISTRATIVE DATA
2. PART II- -AUTHENTICATION
3. PART III- -DUTY DESCRIPTION (RATER)
4. PART IV- -VALUES/NCO RESPONSIBILITIES (RATER)
5. PART V- -OVERALL PERFORMANCE AND POTENTIAL

**Q: WHO SHOULD RECEIVE AN NCOER?**

A: REPORTS ARE SUBMITTED ON ALL NCOS IN THE GRADE OF SGT THROUGH CSM. REPORTS ARE NOT REQUIRED BUT OPTIONAL FOR CSMS SERVING IN THREE AND FOUR STAR NOMINATIVE POSITIONS, EXCEPT FOR RELIEF-FOR-CAUSE REPORTS.

**Q: WHAT IS A DA FORM 2166-8-1?**

A: THE NCO COUNSELING CHECK LIST/RECORD

**Q: WHEN SHOULD THE NCO COUNSELING CHECKLIST BE USED?**

A: THE DA FORM 2166-8-1 IS MANDATORY FOR USE BY THE RATER WHEN COUNSELING NCOS, CPL THROUGH CSM, AND MUST BE CONDUCTED WITHIN THE FIRST 30 DAYS OF EACH RATING PERIOD (CPLS AND SGTS WITHIN 30 DAYS OF THE EFFECTIVE DATE OF LATERAL APPOINTMENT TO CPL OR PROMOTION TO SGT) AND AT LEAST QUARTERLY (EVERY 90 DAYS) THEREAFTER.

**Q: WHAT INFORMATION IS RECORDED ON THE NCO COUNSELING CHECKLIST?**

A: ONLY KEY POINTS FOR EACH QUARTER. (THEY'RE SHORT COMMENTS AS TO WHAT THE SOLDIER HAS DONE OR WILL DO AND WILL GREATLY HELP YOU IN WRITING THE NCOER).

**Q: ON THE DA FORM 2166-8-1, WHAT ARE THE TITLES OF THE COUNSELING BLOCKS?**

A: THEY'RE:

1. INITIAL
2. LATER
3. LATER
4. LATER

**Q: HOW DOES THE RATED NCO VERIFY THE INFORMATION ON THE DA FORM 2166-8-1?**

A: HE/SHE INITIALS AND DATES THE CHECKLIST

**Q: WHAT ARE THE DIFFERENT TYPES OF NCOERS THAT A SOLDIER MAY RECEIVE?**

A: THEY'RE:

1. ANNUAL
2. CHANGE OF RATER
3. COMPLETE-THE-RECORD
4. RELIEF-FOR-CAUSE

**Q: WHAT ARE THE RATER'S QUALIFICATIONS?**

A: THEY'RE:

1. AT LEAST 90 DAYS AS THE RATER
2. A SERGEANT OR HIGHER
3. SENIOR TO THE RATED NCO BY EITHER PAY GRADE OR DATE OF RANK

**Q: WHAT IS THE PRIMARY ROLE OF THE RATER?**

A: THAT OF EVALUATIONS, FOCUSING ON PERFORMANCE, AND PERFORMANCE COUNSELING.

**Q: WHO MAINTAINS THE RATED NCO'S SIGNATURE?**

A: SENIOR RATER

**Q: WHAT ARE THE SENIOR RATER'S QUALIFICATIONS?**

A: THEY ARE:

1. MUST BE IN DIRECT LINE OF SUPERVISION OF THE RATED NCO
2. DESIGNATED AS SENIOR RATER FOR A MINIMUM PERIOD OF 2 RATED MONTHS.
3. IF AN NCO, MUST BE SENIOR TO THE RATER.

**Q: WHAT IS THE ROLE OF THE SENIOR RATER?**

A: EVALUATIONS, FOCUSING ON THE POTENTIAL, RESPONSIBLE FOR OVER WATCHING THE PERFORMANCE EVALUATION, AND MENTORING.

**Q: WHAT ARE THE REVIEWERS QUALIFICATIONS?**

A: MUST BE ANY OF THE FOLLOWING;

1. COMMISSIONED OFFICER
2. WARRANT OFFICER
3. COMMAND SERGEANT MAJOR
4. SERGEANT MAJOR
5. BE IN THE DIRECT LINE OF SUPERVISION AND SENIOR IN PAY GRADE OR DATE OF RANK TO THE SENIOR RATER FOR AT LEAST 30 DAYS.

**Q: WHAT ARE THE REVIEWER'S RESPONSIBILITIES?**

A: RESPONSIBLE FOR THE SAFEGUARD OVER WATCH. HE MAY COMMENT ONLY WHEN IN DISAGREEMENT WITH THE RATER AND OR SENIOR RATER.

**Q: WHAT ARE THE FIVE RESPONSIBILITIES ON PART IV OF THE NCOER?**

A: THEY'RE:

1. COMPETENCE
2. PHYSICAL FITNESS AND MILITARY BEARING
3. LEADERSHIP
4. TRAINING
5. RESPONSIBILITY AND ACCOUNTABILITY

**Q: WHAT THREE PERFORMANCE SELECTIONS DOES THE RATER HAVE TO CHOOSE FROM WHEN DECIDING OVERALL PERFORMANCE AND POTENTIAL?**

A: AMONG THE BEST  
FULLY CAPABLE  
MARGINAL

**Q: WHAT TYPE OF NCOER SHOULD A NCO ETSING RECEIVE?**

A: CHANGE OF RATER

**Q: WHAT INFORMATION IS NOT INCLUDED ON THE NCOER?**

A: ANY PENDING LEGAL ACTIONS



**Q: WHAT ARE THE FOUR CHOICES THE RATER HAS TO SELECT FROM WHEN RATING A NCO'S VALUES/RESPONSIBILITIES ON THE NCOER?**

A: THEY'RE:

1. EXCELLENCE (EXCEEDS STANDARDS)
2. SUCCESS (MEETS STANDARDS)
3. NEEDS IMPROVEMENT (SOME)
4. NEEDS IMPROVEMENT (MUCH)

**Q: WHAT ARE THE DIFFERENCES BETWEEN DA FORM 2166-7 AND THE NEW DA FORM 2166-8?**

A:

- THE MAJOR DIFFERENCE TO THE FORM IS THE CHANGE IN PART IV. FORM 2166-7 DIVIDED VALUES INTO:
  1. PERSONAL VALUES (COURAGE, CANDOR, COMMITMENT, COMPETENCE) AND
  2. ARMY VALUES (LOYALTY, DUTY, SELFLESS SERVICE, INTEGRITY)
- FORM 2166-8 INCORPORATES THE NEW ARMY VALUES OF LEADERSHIP. THE NCO IS NOW EVALUATED ON EACH OF THESE 7 AREAS.
- 2166-8 ALSO HAS DIFFERENCES IN SECTION  
**IH.** "PERIOD COVERED" - 'YYYY MM' INSTEAD OF 'YY MM', AND  
**IIC.** ELABORATES WHAT THE NCO'S SIGNATURE CONSTITUTES.

**Q: WHAT IS A BULLET ON AN NCOER?**

A: IT'S A SHORT, CONCISE COMMENT THAT MAKES A SPECIFIC POINT

**Q: SHOULD THE BULLET COMMENTS ON NCOERS BE PAST TENSE OR PRESENT TENSE?**

A: THEY SHOULD BE PAST TENSE SINCE YOU ARE RATING THE NCO FOR A PERIOD THAT HAS NOW PASSED.

**Q: WHAT RATINGS REQUIRE A BULLET COMMENT?**

A: EXCELLENT AND NEEDS IMPROVEMENT

**Q: CAN A CIVILIAN BE A RATER OF A SOLDIER?**

A: YES. WHEN THE MILITARY SUPERVISOR IS NOT AVAILABLE AND THE CIVILIAN SUPERVISOR IS IN BEST POSITION TO EVALUATE THAT SOLDIER.

**Q: WHAT GRADE MUST THE CIVILIAN HOLD IN ORDER TO RATE A NCO?**

A: MUST BE A GS-6 OR ABOVE.

**Q: WHAT IS THE RATED NCO VERIFYING WHEN HE SIGNS THE NCOER?**

A: HE/SHE IS VERIFYING HIS ADMINISTRATIVE DATA IS CORRECT, RATING OFFICIALS ARE PROPER, AWARENESS OF APPEAL PROCESS, DUTY DESCRIPTION IS ACCURATE, COUNSELING

DATES ARE ACCURATE, APFT AND HEIGHT/WEIGHT ENTRIES ARE CORRECT. HE/SHE IS NOT AGREEING OR DISAGREEING WITH THE EVALUATIONS OF THE RATER OR SENIOR RATER.

**Q: WHAT DOES THE SENIOR RATER COMMENTS IN SECTION V FOCUS ON?**

A: PROMOTION, PERFORMANCE, AND POTENTIAL

**Q: IF A NCO HAS A TEMPORARY PROFILE AND HAS NOT TAKEN AN APFT IN OVER SIX MONTHS WHAT IS INDICATED IN SECTION IV.C. OF THE NCOER.**

A: BESIDE APFT "PROFILE YYMM" OF LAST APFT. A BULLET WILL STATE WHETHER OR NOT THE PROFILE AFFECTS THE NCO'S DUTY PERFORMANCE.

**Q: IF THE RATED NCO REFUSES TO SIGN HIS/HER NCOER, WHAT IS THE PROCESS?**

A: IN THE RATED NCO'S SIGNATURE BLOCK, "NCO REFUSES TO SIGN" WILL BE TYPED. ALL OTHER SIGNATURES WILL BE OBTAINED AND THE NCOER WILL BE FORWARDED TO THE PSB.

**Q: CAN A NCO RECEIVE A 60-DAY EXCEPTION TO THE POLICY NCOER?**

A: AN OPTIONAL "CHANGE OF RATER" NCOER IS AUTHORIZED UPON REQUEST FOR NCOS DEPLOYING IN THE CONTINGENCY AREA OF OPERATIONS IAW AR 623-105, PARA 5-27.

**Q: WHAT QUALIFIES A NCO FOR NON-RATED STATUS?**

A: AWOL/DESERTION, BREAK IN ACTIVE ENLISTED SERVICE OF 12 MONTHS OR LESS, CONFINEMENT, TRANSIT BETWEEN DUTY STATIONS, MISSING IN ACTION, PATIENT, LACK OF RATER QUALIFICATION, STUDENT AT A MILITARY SVC OR CIV SCHOOL.

**Q. HOW MANY NON-RATED CODES ARE THERE?**

A. THERE ARE 14:

- A – AWOL
- B – BREAK IN SERVICE LESS THAN 12 MONTHS
- C – CONFINEMENT
- D – TEMP DISABILITY RETIREMENT LIST
- I – IN TRANSIT BTWN DUTY STATIONS (INCLUDING LEAVE & TDY)
- M – MISSING IN ACTION
- P – PATIENT
- Q – LACK OF RATER QUALIFICATION
- R – NEW RECRUITER PROGRAM
- S – STUDENT AT MILITARY SERVICE OR CIVILIAN SCHOOL
- T – TDY OR SPECIAL DUTY 9SDO OTHER THAN TO ATTEND SCHOOL OR COMPASSIONATE REASSIGNMENT
- W – PRISONER OF WAR
- X – INACTIVE NATIONAL GUARD OR STANDBY RESERVE (INACTIVE LIST)
- Z – NONE OF THE ABOVE; WILL ALSO BE USED WHEN THERE IS A NON-RATED PERIOD OF LESS THAN 12 MONTHS RESULTING FROM REDUCTION TO A RANK BELOW SGT OR WHEN PREVIOUS COMMAND DIDN'T RENDER AN NCOER

**Q. AN NCO IS RATED THROUGH OCTOBER 2001, WHAT FORM SHOULD BE USED?**

A. DA FORM 2166-7 WILL BE USED. EVALUATIONS WRITTEN THROUGH NOVEMBER 2001 AND LATER WILL USE 2166-8.

## **SITUATIONS:**

**Q: WE HAVE HAD SEVERAL CLASSES IN MY UNIT ON WRITING NCO-ERS AND ONE OF THE MAJOR ISSUES COMING OUT OF ONE OF THE CLASSES WAS THE BELIEF THAT ONLY ONE SOLDIER IN A SECTION OR PLATOON COULD BE RATED 'AMONG THE BEST' AND EVERYONE ELSE WOULD HAVE TO BE RATED 'FULLY CAPABLE'. SAME APPLIES FOR THE SENIOR RATER EVALUATIONS - ONLY ONE CAN RECEIVE A '1/1' RATING AND EVERYONE ELSE FALLS BEHIND THAT. PLEASE CLARIFY.**

A: THERE IS NO SUCH THING. THERE ARE NO ALLOCATIONS OR LIMITATIONS ON HOW MANY NCOS IN A UNIT/PLATOON/SECTION THAT ARE RATED 'AMONG THE BEST' OR GIVEN THE TOP BLOCKS IN THE SENIOR RATER'S PORTION. RATING OFFICIALS THAT IMPLEMENT SUCH QUOTAS ARE IN VIOLATION OF THE INTENT OF AR 623-205. THIS IS NOT THE OER SYSTEM. RATING OFFICIALS SHOULD ALWAYS TRY TO GIVE THEIR BEST RATINGS FOR THE TOP NCOS BUT SOMETIMES THERE ARE MORE THAN ONE NCO IN A UNIT THAT ABSOLUTELY STAND OUT AND MAY TRULY BE 'AMONG THE BEST' AND DESERVE '1/1' RATINGS IN THE SENIOR RATER BLOCKS.

**Q: THE AFTER ACTION REVIEW FROM THE SFC SELECTION BOARD INDICATED THAT RATERS SHOULD MENTION A DUI OFFENSE ON THE NCO-ER. WHAT IS THE RIGHT THING TO DO?**

A: IF AN NCO RECEIVES A DUI, IT SHOULD BE SPECIFICALLY MENTIONED ON THE NCO-ER. YOU CAN NOT MENTION ANY DISCIPLINARY ACTION (SUCH AS ARTICLE 15, LETTER OF REPRIMAND) BUT YOU CAN MENTION THE OFFENSE THAT LED TO THAT ACTION. THEREFORE, SPECIFICALLY STATING THE FACT IS ACCEPTABLE AND ENCOURAGED. FOR EXAMPLE:

O NCO EXERCISED POOR JUDGMENT BY OPERATING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF ALCOHOL

O NCO WAS CITED FOR DRIVING WITH BLOOD ALCOHOL CONTENT OF 1.6 - WELL ABOVE THE LEGAL LIMIT OF .08

**Q: WHAT SCORE ON THE APFT CONSTITUTES AN EXCELLENCE ON THE NCO-ER (OVERALL SCORE OF 290 AND ABOVE, 280 AND ABOVE ETC.)? ALSO, HOW MANY POINTS MUST BE SCORED IN EACH EVENT (90 OR ABOVE, 80 OR ABOVE, ETC.) FOR AN EXCELLENCE ON THE NCO-ER?**

A: THE RULE IS 270 AND ABOVE WITH AT LEAST 90 IN EACH EVENT. THAT QUALIFIES FOR A PHYSICAL FITNESS BADGE AND AN EXCELLENCE BULLET ON THE NCO-ER.

**Q: CAN YOU GIVE CREDIT TO SOLDIERS THAT PARTICIPATE IN OR HOLD A POSITION IN COMMUNITY ACTIVITIES (THAT IS NOT A COMMAND EVENT) ON THE NCO-ER?**

A: ABSOLUTELY!! SOLDIERS ARE ALWAYS ENCOURAGED TO ACTIVELY PARTICIPATE IN COMMUNITY EVENTS AND IT IS MOST APPROPRIATE TO INDICATE SUCH ON THE NCO-ER. TO

FURTHER SUPPORT THIS, THE ARMY HAS THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL THAT IT AWARDS TO SOLDIERS FOR THEIR VOLUNTARY PARTICIPATION AND CONTRIBUTIONS IN THE COMMUNITY.

**Q: I HAVE A SOLDIER WHO NEEDED TO BE TAPED TO MAKE THE WEIGHT REQUIREMENT (AND YES, ONCE TAPED HE IS WITHIN STANDARDS). HE INSISTS THAT THE COMMENT OF "WITHIN BODY FAT STANDARDS OF AR 600-9" IS *NOT* REQUIRED ANYMORE ON THE NCO-ER. I HAVE DONE EXTENSIVE FOLLOW UP ON THIS AND THE CONCLUSION IS THE SAME: THAT THE REGULATION DID NOT CHANGE. HOWEVER, MANY SOLDIERS BELIEVE THAT THERE IS A MESSAGE "OUT THERE" THAT CHANGES THIS REQUIREMENT. PLEASE ADVISE.**

A: ONCE A SOLDIER MEETS THE TAPE, THE STATEMENT IS **NOT** REQUIRED ON THE NCO-ER ANYMORE. THAT WAS PUT OUT IN MILPER MESSAGE 98-044. IT WILL BE INCLUDED IN THE NEW REGULATION WHEN IT IS RELEASED THIS FALL. IN THE MEANTIME, IF THE SOLDIER MEETS BODY FAT STANDARDS, YOU CANNOT STATE IT ON THE NCO-ER ANYMORE. YOU JUST INDICATE THE NCO'S HT/WT AND 'YES.'

**Q: I HAVE AN NCO WHO CURRENTLY HAS A PROFILE WHICH PROHIBITS HIM FROM TAKING THE APFT. THE PROBLEM IS HE IS OVER THE WEIGHT SCREENING TABLE AND DOES NOT MEET THE BODY FAT STANDARDS. THE NCO-ER INDICATES 72/232 'NO' AND A BULLET COMMENT INDICATING THAT A DOCTOR HAS EVALUATED WEIGHT AS MEDICAL DISORDER AND TREATMENT IS PENDING. THE RATER CHECKED THE 'SUCCESS' BOX. THE UNIT HAS NOT PUT THE SOLDIER IN A WEIGHT CONTROL PROGRAM DUE TO THE MEDICAL CONDITION AND STATES THEY WILL *NOT* MARK 'NEEDS IMPROVEMENT.' IS THE BULLET COMMENT ACCEPTABLE AND CAN THE NCO BE RATED AS 'SUCCESS?'**

A: THE CORRECT ENTRY IS '72/232 NO.' THE BULLET SHOULD STATE SOMETHING TO THE EFFECT AS THE FOLLOWING:

O SOLDIER HAS A CONFIRMED MEDICAL DISORDER WHICH RESULTED IN THE OVERWEIGHT CONDITION; SOLDIER IS NOT CURRENTLY ENROLLED IN AN OVERWEIGHT PROGRAM DUE TO MEDICAL DIAGNOSIS

AS FAR AS WHETHER TO CHECK 'SUCCESS' OR 'NEEDS IMPROVEMENT,' THAT IS THE RATER'S CALL. IF THE RATER FEELS STRONGLY THAT THE ***ONLY*** REASON FOR THE OVERWEIGHT IS THE MEDICAL CONDITION, THEN HE MAY ELECT TO CHECK 'SUCCESS.' HOWEVER, THE 'NO' MUST REMAIN IN THE TOP PORTION WITH THE BULLET COMMENT EXPLAINING IT.

**PHYSICAL FITNESS TRAINING**  
**FM 21-20 AND AR 350-41**

**Q: WHAT ARE THE SEVEN PRINCIPLES OF EXERCISE?**

A: THEY ARE:

1. PROGRESSION
2. REGULARITY
3. OVERLOAD
4. VARIETY
5. RECOVERY
6. BALANCE
7. SPECIFICITY

**Q: WHAT ARE THE FITT FACTORS?**

A: THERE ARE 4:

1. FREQUENCY
2. INTENSITY
3. TIME
4. TYPE

**Q: WHO PARTICIPATES IN THE SPECIAL FITNESS PROGRAM?**

A: THEY ARE:

1. APFT FAILURES WITHOUT MEDICAL PROFILES
2. OVERWEIGHT PERSONNEL
3. PERMANENT AND TEMPORARY PROFILES
4. PREGNANT AND POSTPARTUM SOLDIERS

**Q: HOW LONG DOES POSTPARTUM LAST?**

A: SIX MONTHS AFTER CHILDBIRTH; MAY BE EXTENDED BY THE DOCTOR ON A CASE-BY-CASE BASIS

**Q: WHAT DOES "APFT" STAND FOR?**

A: ARMY PHYSICAL FITNESS TEST

**Q: WHAT DOES THE PUSHUP EVENT MEASURE?**

A: ENDURANCE OF THE CHEST, SHOULDER, AND TRICEPS MUSCLES

**Q: DURING THE SIT-UP EVENT ON THE APFT, A SOLDIER'S FINGERS ARE NOT INTERLOCKED AS THE SCORER WHAT DO YOU DO?**

A: ONLY THAT REPETITION WILL NOT BE COUNTED

**Q: IF A MAT IS USED DURING THE PUSHUP AND SIT-UP EVENTS ON AN APFT, WHAT IS THE SCORER OBSERVING?**

A: THAT THE ENTIRE BODY IS ON THE MAT

**Q: WHERE SHOULD A SCORER BE DURING THE PUSHUP EVENT?**

A: ON THE LEFT KNEELING OR SITTING ABOUT THREE FEET FROM THE TESTEE'S HIP.

**Q: IS IT LEGAL TO PACE A SOLDIER DURING THE 2-MILE RUN ON THE APFT?**

A: YES, AS LONG AS THERE IS NO PHYSICAL CONTACT (I.E. PICKED UP, PUSHED, OR CARRIED)

**Q: WHAT ALTERNATE AEROBIC EVENTS ARE THERE FOR THE APFT?**

A: THERE ARE 4:

1. 800 YARD SWIM TEST
2. 6.2 MILE STATIONARY BICYCLE ERGOMETER TEST
3. 6.2 MILE BICYCLE TEST
4. 2.5 MILE WALK TEST

**Q: WHAT IS THE SEQUENCE OF WARM-UP EXERCISES FOR A PHYSICAL FITNESS SESSION?**

A: THEY ARE:

1. JOG IN PLACE 1-2 MINUTES
2. ROTATION EXERCISES 5-10 SECONDS FOR EACH MAJOR JOINT
3. STATIC STRETCHES OF THE MUSCLES 10-15 SECONDS EACH
4. CALISTHENICS TO INCREASE INTENSITY LEVEL
5. CONDITIONING PHASE

**Q: WHAT ARE THE FIVE COMPONENTS OF FITNESS?**

A: THEY ARE:

1. MUSCULAR STRENGTH
2. MUSCULAR ENDURANCE
3. CARDIO RESPIRATORY ENDURANCE
4. FLEXIBILITY
5. BODY COMPOSITION

**Q: WHAT IS THE PRIMARY OBJECTIVE OF A PHYSICAL FITNESS PROGRAM?**

A: ENHANCE COMBAT READINESS

**Q: IN ACCORDANCE WITH AR 350-41 HOW OFTEN SHOULD VIGOROUS PHYSICAL FITNESS TRAINING BE CONDUCTED.**

A: THREE TO FIVE TIMES A WEEK

**Q: WHAT ARE THE PHASES OF FITNESS CONDITIONING?**

A: THERE ARE 3:

1. PREPARATORY

2. CONDITIONING
3. MAINTENANCE

**Q: BODY COMPOSITION IS INFLUENCED BY WHAT?**

A: 4 FACTORS:

1. AGE
2. DIET
3. LEVEL OF FITNESS
4. GENETIC FACTORS

**Q: A NORMAL DAILY EXERCISE ROUTINE IS BROKEN INTO THREE SEGMENTS, WHAT ARE THEY?**

A:

1. WARM UP
2. CONDITIONING
3. COOL DOWN

**Q: WHAT ARE THE TWO PRESCRIBED FORMATIONS FOR PHYSICAL FITNESS TRAINING?**

A: EXTENDED RECTANGULAR AND CIRCULAR

**Q: WHAT COMMANDS ARE USED TO FORM THE EXTENDED RECTANGULAR FORMATION?**

A: THERE ARE 8:

EXTENDED TO THE LEFT, MARCH  
ARMS DOWNWARD, MOVE  
LEFT, FACE  
EXTENDED TO THE LEFT, MARCH  
ARMS DOWNWARD, MOVE  
RIGHT, FACE  
FROM FRONT TO REAR, COUNT OFF  
EVENS NUMBERS TO THE LEFT, UNCOVER

**Q: WHAT COMMAND IS USED TO REASSEMBLE THE UNIT INTO THE ORIGINAL FORMATION?**

A: "ASSEMBLE TO THE RIGHT, MARCH."

**Q: WHAT COMMANDS ARE USED TO FORM THE CIRCULAR FORMATION?**

A: 2 COMMANDS:

CIRCLE FORMATION, FOLLOW ME  
PICK UP A 5-YARD INTERVAL

**Q: A SOLDIER THAT FAILS THE APFT MUST BE RETESTED WITHIN HOW MANY MONTHS FROM THE APFT FAILURE?**

A: 3 MONTHS

**Q: WHEN IS THE EXTENDED SCALE USED TO SCORE THE APFT?**

A: ONLY WHEN A SOLDIER SCORES 100 POINTS IN ALL THREE EVENTS



## **PREVENTIVE MAINTENANCE CHECKS AND SERVICES**

**Q: WHAT PUBLICATION COVERS MAINTENANCE PROCEDURES?**

A: DA PAM 738-750

**Q: WHAT DOES PMCS STAND FOR?**

A: PREVENTIVE MAINTENANCE CHECKS AND SERVICES

**Q: WHERE DO YOU FIND INFORMATION PERTAINING TO PMCS?**

A: IN THE -10 MANUAL

**Q: WHAT DOES *TAMMS* STAND FOR?**

A: THE ARMY MAINTENANCE MANAGEMENT SYSTEM

**Q: WHAT IS THE FUNCTIONAL USER'S MANUAL FOR TAMMS?**

A: DA PAM 738-750

**Q: WHAT PUBLICATION IS TITLED "LEADERS' UNIT LEVEL MAINTENANCE HANDBOOK"?**

A: DA PAM 750-1

**Q: HOW MANY STATUS SYMBOLS ARE THERE AND WHAT ARE THEY?**

A: THERE ARE 5:

1. X
2. CIRCLE X
3. HORIZONTAL DASH
4. DIAGONAL DASH
5. LAST NAME INITIAL

**Q: WHAT INSPECTION OR CHECKS ARE INVOLVED IN THE PMCS?**

A: THEY'RE:

1. BEFORE
2. DURING
3. AFTER
4. WEEKLY
5. MONTHLY

**Q: WHEN DO YOU PERFORM WEEKLY AND BEFORE CHECKS ON A VEHICLE?**

A: WHEN IT'S YOUR FIRST TIME OPERATING THAT VEHICLE  
WHEN THE VEHICLE HAS NOT BEEN OPERATED FOR A WEEK

**Q: WHAT IS CONSIDERED TO BE THE FOUNDATION OF THE UNIT LEVEL MAINTENANCE?**

A: PMCS

**Q: WHAT FORM IS GENERATED WITH DA FORM 5987-E AND REPLACES THE NEED TO MANUALLY PREPARE A DA FORM 2404 AND A DA FORM 2408-14?**

A: DD FORM 5988-E

**Q: WHAT DOES *ULLS* STAND FOR?**

A: UNIT LEVEL LOGISTICS SYSTEM

**Q: WHAT IS AN MWO?**

A: MODIFICATION WORK ORDER

**Q: HOW MANY MAINTENANCE LEVELS ARE THERE AND WHAT ARE THEY?**

A: THERE ARE 4:

1. ORGANIZATIONAL
2. DIRECT
3. GENERAL
4. DEPOT

**Q: WHAT IS A DA FORM 348?**

A: IT'S THE OPERATOR'S QUALIFICATION RECORD

**Q: WHAT IS A DA FORM 314?**

A: IT'S THE PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

**Q: WHAT IS A DD FORM 1970?**

A: THE MOTOR EQUIPMENT UTILIZATION RECORD (DISPATCH)

**Q: WHAT IS A DD FORM 518?**

A: AN ACCIDENT IDENTIFICATION CARD

**Q: WHAT IS A DA FORM 2404?**

A: THE EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

**Q: WHAT IS THE DA FORM 5823?**

A: THE EQUIPMENT IDENTIFICATION CARD

**Q: HOW MANY CLASSES OF LEAKS ARE THERE AND WHAT ARE THEY?**

A: THERE ARE 3:

1. CL I                SEEPAGE OF FLUID, NO FORMS OF DROPS
2. CL II              FORMS DROP BUT DOES NOT FALL (DRIP)
3. CL III             FORMS DROPS AND DRIPS TO GROUND

**Q: HOW MANY TYPES OF SERVICES ARE THERE?**

A: THERE ARE 3:

1. ANNUAL
2. SEMI-ANNUAL
3. BI-ANNUAL

**Q: WHO CAN AUTHORIZE OPERATION OF A VEHICLE THAT HAS BEEN CIRCLED X?**

A: THE UNIT COMMANDER

**Q: WHO CAN CIRCLE X A VEHICLE?**

A: THE UNIT COMMANDER AND THE MAINTENANCE OFFICER

**PROMOTION POLICY AND REGULATIONS**  
**AR 600-8-19**

**Q: WHAT PUBLICATION COVERS PROMOTIONS?**

A: AR 600-8-19

**Q: WHAT IS THE REQUIREMENT FOR ADVANCEMENT TO E-2?**

A: TO PV2 IS 6 MONTHS TIME IN SERVICE WITH 4 MONTHS WAIVABLE.

**Q: WHAT IS THE REQUIREMENT FOR ADVANCEMENT TO PFC?**

A: TO PFC IS 12 MONTHS TIME IN SERVICE WITH 6 MONTHS WAIVABLE AND 6 MONTHS TIME IN GRADE WITH 3 MONTHS WAIVABLE.

**Q: WHAT IS THE REQUIREMENT FOR ADVANCEMENT TO SPC?**

A: TO SPC IS 26 MONTHS TIME IN SERVICE WITH 12 MONTHS WAIVABLE AND 6 MONTHS TIME IN GRADE WITH 3 MONTHS WAIVABLE.

**Q: WHAT IS THE REQUIREMENT FOR PROMOTION TO SGT? SSG?**

<b>A: SGT:</b>	<u>PRIMARY-ZONE</u>	<u>SECONDARY-ZONE</u>
TIME IN SERVICE	24 MONTHS	16 MONTHS
TIME IN GRADE	8 MONTHS	4 MONTHS
<b>SSG:</b>		
TIME IN SERVICE	82 MONTHS	46 MONTHS
TIME IN GRADE	10 MONTHS	5 MONTHS

**Q: WHAT IS THE MINIMUM POINTS A SPC AND A SGT HAVE TO MAINTAIN IN ORDER TO REMAIN ON THE AAC-10 ROSTER?**

A: 350 FOR SPC  
450 FOR SGT

**Q: WHAT ARE SOME REASONS TO BE REMOVED FROM THE PROMOTION LIST?**

A: SOME REASONS ARE:

1. LOSS OF MOS QUALIFICATION DUE TO RECLASSIFICATION AS A RESULT OF INEFFICIENCY OR MISCONDUCT
2. FAILURE TO MAINTAIN A SCORE OF 450 POINTS FOR PROMOTION TO SGT, AND 550 POINTS FOR PROMOTION TO SSG.
3. REDUCTION IN GRADE
4. PROMOTION BOARD APPEARANCE IS REQUIRED
5. SOLDIER ON THE WEIGHT CONTROL PROGRAM WITHOUT PROGRESS
6. RELEASE FROM ACTIVE DUTY

**Q: WHAT FORM IS USED TO PROMOTE PFC AND SPC?**

A: DA FORM 4187

**Q: IS THE FORM DA 4187 USED FOR ADVANCEMENT TO PV2?**

A: YES, ONLY IF THE SOLDIER WAS DENIED ADVANCEMENT TO PV2 BEFORE, OR THE SOLDIER WAS BARRED FROM REENLISTMENT, OR PREVIOUSLY REDUCED FROM PV2 AND IS LATER ADVANCED TO PV2.

**Q: HOW ARE PROMOTIONS TO SGT AND SSG EXECUTED?**

A: THEY'RE EXECUTED IN A SEMI CENTRALIZED MANNER.

**Q: WHAT ARE THE THREE TYPES OF PROMOTIONS?**

A: DECENTRALIZED  
SEMI CENTRALIZED  
CENTRALIZED

**Q: HOW MANY WAIVERS MAY A SERVICE MEMBER HAVE AND STILL BE CONSIDERED ELIGIBLE FOR PROMOTION?**

A: TWO

**Q: IN COMPUTING TIME IN SERVICE, WHAT DATE IS USED?**

A: BASD (BASIC ACTIVE SERVICE DATE)

**Q: WHAT IS THE MAXIMUM NUMBER OF POINTS YOU CAN RECEIVE ON A PROMOTION BOARD?**

A: 150

**Q: WHAT ARE THE TYPES OF AUTHORITY FOR PROMOTION?**

A:     -     UNIT COMMANDER (CPT AND BELOW): E-4 AND BELOW  
       -     FIELD GRADE COMMANDER (LTC AND UP): E-5 AND E-6  
       -     HQ DA: E-7, E-8, AND E-9

**Q: WHO RESIDES AS THE PRESIDENT OF A LOCAL PROMOTION BOARD?**

A: BATTALION/BRIGADE COMMAND SERGEANT MAJOR OR A FIELD GRADE OFFICER IF THE COMMAND SERGEANT MAJOR IS NOT AVAILABLE

## **SITUATIONS**

**Q: THERE'S A WAIVER FOR PFC. YOU HAVE TWO SOLDIERS, ONE KNOWS HIS JOB BUT HIS APPEARANCE IS UNACCEPTABLE. THE OTHER APPEARANCE IS IMPECCABLE (HIGHLY SHINED BOOTS, PRESSED BDUS) BUT HE ISN'T PROFICIENT IN HIS JOB. WHO WOULD YOU GIVE THE WAIVER TO?**

A: NEITHER, IT'S A WAIVER, NOT AUTOMATIC.

**Q: YOUR SPC JUST WENT TO THE PROMOTION BOARD LAST WEEK, HE WAS RECOMMENDED. TODAY HE RECEIVED A COPY OF HIS COLLEGE TRANSCRIPT AND FOUR CORRESPONDENCE COURSE GRADES. BOTH WERE DATED PRIOR TO THE BOARD. HOW WOULD HE ADD THESE PROMOTION POINTS?**

A: A DA FORM 4187, REQUESTING A POINT ADJUSTMENT.

**Q: AS A SSG IN THE PRIMARY ZONE, WHO DECIDES YOUR PROMOTION TO SFC?**

A: DEPARTMENT OF THE ARMY (DA)

**Q: A SPC WITH 36 MONTHS TIME IN SERVICE REFUSES TO ATTEND THE PROMOTION BOARD. WHO COUNSELS THIS SOLDIER?**

A: THE UNIT COMMANDER

**Q: THE 1SG HAS SET CRITERIA FOR ALL SPECIALISTS TO MEET PRIOR TO ATTENDING THE PROMOTION BOARD. THEY MUST SCORE A 250 ON THE APFT AND HAVE AN EXPERT WEAPON'S QUALIFICATION. WHAT DO YOU BASE PROMOTION BOARD APPEARANCE ON?**

A: UNITS CANNOT IMPOSE PREREQUISITES ON BOARD APPEARANCE. APPEARANCES SHOULD BE BASED SOLELY ON ARMY STANDARDS, POTENTIAL, AND PERFORMANCE.

## **STANDARDS OF CONDUCT**

**Q: WHAT PUBLICATION COVERS THE STANDARDS OF CONDUCT?**

A: DOD 5500.7-R AND AR 600-20

**Q: WHAT KIND OF INFORMATION IS THERE IN DOD 5500.7-R?**

A: THERE ARE:

1. CHAPTER 1. GENERAL INFORMATION
2. CHAPTER 2. STANDARDS OF ETHICAL CONDUCT
3. CHAPTER 3. DOD GUIDANCE ON:  
GIFT, USE OF FEDERAL GOVERNMENT TEL. SYSTEMS,  
GAMBLING, OUTSIDE EMPLOYMENT AND ACTIVITY, USE OF  
MILITARY TITLE BY RETIREES OR RESERVES
4. CHAPTER 4. ACTIVITIES WITH NON-FEDERAL ENTITIES
5. CHAPTER 5. TRAVEL BENEFITS
6. CHAPTER 6. CONFLICT OF INTEREST
7. CHAPTER 7. POLITICAL ACTIVITIES
8. CHAPTER 8. FINANCIAL AND EMPLOYMENT DISCLOSURE
9. CHAPTER 9. SEEKING OTHER EMPLOYMENT
10. CHAPTER 10. POST GOVERNMENT SERVICE EMPLOYMENT
11. CHAPTER 11. ENFORCEMENT
12. CHAPTER 12. TRAINING
13. CHAPTER 13. ETHICAL CONDUCT
14. CHAPTER 14. DIGEST OF LAWS
15. CHAPTER 15. PROCUREMENT INTEGRITY
16. CHAPTER 16. FORMS
17. CHAPTER 17. 18 U.S.C.208 WAIVERS

**Q: WHEN WAS THE NEW STANDARDS OF ETHICAL CONDUCT ISSUED AND BY WHOM?**

A: ON FEB 3, 1993 BY THE OFFICE OF GOVERNMENT ETHICS

**Q: WHAT IS CONFLICT OF INTEREST?**

A: IT'S THE CONFLICT BETWEEN ONE'S OBLIGATION AND ONE'S SELF INTEREST.

**Q: WHAT IS THE DOLLAR LIMIT THAT DOD PERSONNEL MAY SOLICIT FROM OTHER PERSONNEL FOR VOLUNTARY DONATION FOR GIFTS?**

A.

- INDIVIDUAL: NOT IN EXCESS OF \$10
- AGGREGATED: NOT IN EXCESS OF \$300 (IF ANY DONATIONS ORIGINATED FROM RECIPIENT'S SUBORDINATES) - SEE DODD 5500-7, SEC. 2-203 FOR CLARIFICATION
- THE CONTRIBUTION OF FOOD, CONDIMENTS, AND PAPER PRODUCTS IS NOT INCLUDED TOWARD THE GIFT AMOUNT

**SUPPLY/SUPPLY ECONOMY**  
**AR 710-1, AR 710-2 / AR 735-5**

**Q: WHAT IS SUPPLY ECONOMY?**

A: IT'S THE CONSERVATION OF MATERIAL BY EVERY INDIVIDUAL DEALING WITH THE ARMY SUPPLIES TO ENSURE THAT ONLY THE PROPER AMOUNT IS USED TO ACCOMPLISH THE TASK. ANOTHER TERM FOR SUPPLY ECONOMY IS "STEWARDSHIP OF RESOURCES".

**Q: WHAT PUBLICATION COVERS SUPPLY?**

A: AR 710-1 AND AR 710-2

**Q: WHAT IS SUPPLY DISCIPLINE?**

A: IT'S THE COMPLIANCE WITH ESTABLISHED DA REGULATIONS TO EFFECTIVELY ADMINISTER SUPPLY ECONOMY. IT APPLIES TO THE USE OF SUPPLY FUNDS AND TO ALL FUNCTIONS AND LEVELS OF OPERATION.

**Q: WHAT ARE EXPENDABLE PROPERTY ITEMS?**

A: PROPERTY OR ITEMS THAT ARE CONSUMED IN USE, OR THAT LOSES ITS IDENTITY IN USE, AND ALL ITEMS NOT CONSUMED IN USE WITH A UNIT PRICE OF LESS THAN \$100.00 AND NOT OTHERWISE CLASSIFIED AS NONEXPENDABLE OR DURABLE. EXAMPLES: OIL, PAINT, PAPER.

**Q: WHAT ARE NONEXPENDABLE PROPERTY ITEMS?**

A: ITS PROPERTY THAT IS NOT CONSUMED IN USE AND THAT RETAINS ITS ORIGINAL IDENTITY DURING THE PERIOD OF USE. NONEXPENDABLE PROPERTY REQUIRES FORMAL ACCOUNTABILITY THROUGHOUT THE LIFE OF THE ITEM.

**Q: WHAT IS ACCOUNTABILITY?**

A: IT'S THE OBLIGATION OF A PERSON TO KEEP RECORDS OF PROPERTY, DOCUMENTS, OR FUNDS, SUCH AS IDENTIFICATION DATA, GAINS, LOSSES, DUES-IN, DUES-OUT AND BALANCES ON HAND OR IN USE.

**Q: WHAT IS RESPONSIBILITY?**

A: IT'S THE OBLIGATION OF AN INDIVIDUAL TO ENSURE THAT GOVERNMENT PROPERTY AND FUNDS ENTRUSTED TO HIS/HER POSSESSION, COMMAND OR SUPERVISORY ARE PROPERLY USED AND CARED FOR, AND THAT PROPER CUSTODY AND SAFEKEEPING ARE PROVIDED.

**Q: WHICH PUBLICATION COVERS SUPPLY ECONOMY?**

A: AR 735-5

**Q: HOW LONG CAN A DA FORM 3161 BE USED?**



A: UP TO SIX MONTHS

**Q: HOW LONG IS A CHANGE DOCUMENT ON A DA FORM 3161 GOOD FOR?**

A: SIX MONTHS

**Q: HOW MANY CLASSES OF SUPPLY AND ECONOMY IS THERE?**

A: THERE ARE 10:

- |               |   |
|---------------|---|
| 1. CLASS I    | SUBSISTENCE; RATIONS                    |
| 2. CLASS II   | INDIVIDUAL EQUIPMENT; BOOTS, BDUS       |
| 3. CLASS III  | POL: OIL, GAS                           |
| 4. CLASS IV   | CONSTRUCTION MATERIALS; WOOD, SAND BAGS |
| 5. CLASS V    | AMMUNITION; GRENADES, 5.56MM            |
| 6. CLASS VI   | PERSONAL DEMAND ITEMS; SOAP, TOOTHPASTE |
| 7. CLASS VII  | MAJOR END ITEMS; VEHICLES               |
| 8. CLASS VIII | MEDICAL SUPPLIES; LITTERS, NEEDLES      |
| 9. CLASS IX   | REPAIR PARTS; BATTERIES, TIRES          |
| 10. CLASS X   | NON-MILITARY PROGRAMS; LANDSCAPING      |

**Q: WHAT IS A DA FORM 2062 AND HOW LONG CAN IT BE USED?**

A: PERMANENT HAND RECEIPT, USED UP TO 12 MONTHS PROVIDED THAT THERE ARE NO CHANGES THROUGHOUT THAT PERIOD.

**Q: WHAT DOES CSDP STAND FOR?**

A: COMMAND SUPPLY DISCIPLINE PROGRAM

**Q: WHAT ARE THE FOUR TYPES OF RESPONSIBILITY?**

A: THEY'RE:

1. COMMAND
2. SUPERVISORY
3. DIRECT
4. PERSONAL

**Q: WHAT IS REPORT OF SURVEY?**

A: IT'S AN INVESTIGATION OF THE LOSS, DAMAGE, OR DESTRUCTION OF GOVERNMENT PROPERTY. IT SERVES AS A VOUCHER FOR ADJUSTING THE PROPERTY FROM ACCOUNTABLE RECORDS.

**Q: WHAT DOES A REPORT OF SURVEY CONSIST OF?**

A: THEY CONSIST OF:

1. INITIAL ACTIONS
2. INVESTIGATION
3. APPROVALS
4. FINAL ACTIONS
5. APPEALS

**Q: WHAT IS THE LATEST A REPORT OF SURVEY CAN BE INITIATED AND PRESENTED?**

A: 15 CALENDAR DAYS AFTER THE DATE OF DISCOVERING THE DISCREPANCY

**Q: WHAT IS A DA FORM 444?**

A: INVENTORY ADJUSTMENT REPORT

**Q: WHAT IS A DD FORM 362?**

A: STATEMENT OF CHARGES.

**Q: WHAT IS A DA FORM 4697?**

A: DEPARTMENT OF THE ARMY REPORT OF SURVEY

**Q: WHAT IS CONFLICT OF INTEREST?**

A: NO PERSON MAY ACT AS THE APPROVING OR APPOINTED AUTHORITY WHILE HAVING PERSONAL RESPONSIBILITY FOR THE PROPERTY IN QUESTION AT THE TIME THAT PROPERTY BECAME LOST, DAMAGED, OR DESTROYED. THE NEXT HIGHER COMMANDER IN THE CHAIN OF COMMAND WILL ACT AS APPOINTED AUTHORITY OR THE APPROVING AUTHORITY AS APPROPRIATE.

**Q: WHAT IS DD FORM 1150 AND HOW LONG IS IT GOOD FOR?**

A: REQUEST FOR ISSUE OR TURN-IN, GOOD FOR 6 MONTHS ONLY, AND NOT RENEWABLE.

**Q: WHEN A SOLDIER SIGNS THE CLOTHING RECORD, WHAT COLUMN SHOULD THE SOLDIER CHECKS PRIOR TO SIGNING?**

A: THE BALANCE COLUMN ABOVE THE SOLDIER'S SIGNATURE

**Q: HOW MANY DAYS DOES IT TAKE TO INITIATE A REPORT OF SURVEY?**

A: FIVE DAYS.

**Q: EXPLAIN GRATUITY?**

A: WHEN A SOLDIER LOSSES TA-50 AND/OR GOVERNMENT ISSUE DUE TO NO FAULT OF HIS OWN. AN EXAMPLE, A SOLDIER'S TA-50 BURNS IN A FIRE AND IN AN INVESTIGATION HE IS FOUND NOT TO BE THE BLAME. THE GOVERNMENT WILL REPLACE IT WITH NO COST TO THE SOLDIER.

**UNIFORM AND AWARDS**  
**AR 670-1**

**Q: WHAT REGULATION COVERS UNIFORM AND APPEARANCE?**

A: AR 670-1

**Q: HOW IS THE FEMALE ARMY GREEN UNIFORM SKIRT WORN?**

A: THE SKIRT LENGTH WILL NOT BE MORE THAN 1 INCH ABOVE OR 2 INCHES BELOW THE CREASE IN THE BACK OF THE KNEE.

**Q: HOW IS THE US INSIGNIA DISK WORN ON THE FEMALE AND MALE ARMY GREEN UNIFORM?**

A:

ON THE FEMALE SOLDIER, ----PLACE THE BOTTOM OF THE DISK ON THE RIGHT COLLAR APPROXIMATELY 5/8<sup>TH</sup> OF AN INCH UP FROM THE NOTCH, WITH THE CENTER LINE OF THE INSIGNIA PARALLEL TO THE INSIDE EDGE OF THE LAPEL.

ON THE MALE SOLDIER, ----PLACE THE BOTTOM OF THE US INSIGNIA DISK APPROXIMATELY 1 INCH ABOVE THE NOTCH, CENTERED ON THE RIGHT COLLAR WITH THE CENTER LINE OF THE INSIGNIA PARALLEL TO THE SIDE OF THE LAPEL.

**Q: HOW IS THE BRANCH INSIGNIA WORN ON BOTH MALE AND FEMALE ARMY GREEN?**

A: ON THE MALE, ---PLACE THE BOTTOM OF THE BRANCH INSIGNIA DISK APPROXIMATELY 1 INCH ABOVE THE NOTCH, CENTERED ON THE LEFT COLLAR WITH THE CENTER LINE OF THE INSIGNIA PARALLEL TO THE INSIDE OF THE LAPEL.

ON THE FEMALE, ---CENTER THE BOTTOM OF THE BRANCH INSIGNIA DISK ON THE LEFT COLLAR APPROXIMATELY 5/8 INCH UP FROM THE NOTCH, WITH THE CENTER LINE OF THE INSIGNIA PARALLEL TO THE INSIDE EDGE OF THE LAPEL.

**Q: HOW ARE THE UNIT CRESTS WORN ON BOTH THE MALE AND FEMALE ARMY GREEN UNIFORMS?**

A: ON BOTH THE MALE AND FEMALE, CENTER THE UNIT CRESTS ON THE SHOULDER LOOPS, AN EQUAL DISTANCE FROM THE OUTSIDE SHOULDER SEAM AND THE OUTSIDE EDGE OF THE BUTTON, WITH THE BASE OF THE INSIGNIA POINTED TOWARD THE OUTSIDE SHOULDER SEAM.

**Q: WHEN CAN A MALE SOLDIER WEAR EARRING?**

A: NEVER

**Q: HOW IS THE NAMEPLATE PLACED ON BOTH THE MALE AND FEMALE ARMY GREEN UNIFORM, CLASS A/OR B?**

A: ON THE MALES, CENTER THE NAMEPLATE ON THE FLAP OF THE RIGHT POCKET BETWEEN THE TOP OF THE BUTTON AND THE TOP OF THE POCKET.

ON THE FEMALES, CENTER THE NAMEPLATE HORIZONTALLY ON THE RIGHT SIDE BETWEEN 1 AND 2 INCHES ABOVE THE TOP BUTTON. ADJUST PLACEMENT OF THE NAMEPLATE TO CONFORM TO INDIVIDUAL FIGURE DIFFERENCES.

**Q: WHAT IS THE LENGTH OF THE SLEEVE ON BOTH THE MALE AND FEMALE ARMY GREEN?**

A: THEY'RE 1 INCH BELOW THE BOTTOM OF THE WRIST BONE.

**Q: HOW IS THE RANK INSIGNIA WORN ON BOTH THE MALE AND FEMALE ARMY GREEN UNIFORMS?**

A: ON BOTH UNIFORMS, IT WILL BE CENTERED BETWEEN THE SHOULDER SEAM AND THE ELBOW ON BOTH SLEEVES.

**Q: HOW ARE MARKSMANSHIP BADGES WORN ON BOTH MALE AND FEMALE ARMY GREEN UNIFORMS?**

A: ON MALES, ---CENTER MARKSMANSHIP BADGES ON THE POCKET FLAP 1/8 INCH BELOW THE SEAM. IF MORE THAN ONE BADGE IS WORN, SPACE THEM 1 INCH APART. WHEN SPECIAL SKILL BADGES ARE WORN ON THE POCKET FLAP, PLACE THEM TO THE RIGHT OF THE MARKSMANSHIP BADGES.

ON FEMALES, CENTER MARKSMANSHIP BADGES WITH THE UPPER PORTION OF THE BADGES ¼ INCH BELOW THE RIBBONS. IF MORE THAN ONE MARKSMANSHIP BADGE IS WORN, SPACE THEM 1 INCH APART. WHEN SPECIAL SKILL BADGES ARE WORN BELOW THE RIBBONS, PLACE THEM TO THE RIGHT OF THE MARKSMANSHIP.

**Q: HOW ARE THE SHOULDER SLEEVE INSIGNIA WORN ON BOTH MALE AND FEMALE ARMY GREEN UNIFORMS?**

A: ON BOTH MALE AND FEMALE, CENTER THE SHOULDER SLEEVE INSIGNIA ON THE LEFT SLEEVE ½ INCH BELOW THE TOP OF THE SHOULDER SEAM.

**Q: HOW ARE RIBBONS WORN ON BOTH MALE AND FEMALE ARMY GREEN UNIFORMS?**

A: ON FEMALES, CENTER THE RIBBONS ON THE LEFT SIDE WITH THE BOTTOM ROW PARALLEL TO THE BOTTOM EDGE OF THE NAMEPLATE.

ON MALES, CENTER THE RIBBONS 1/8 INCH ABOVE THE TOP OF THE POCKET FLAP. THIRD AND SUBSEQUENT ROWS MAY BE ALIGNED TO THE LEFT TO PRESENT A BETTER APPEARANCE.

**Q: WHAT KIND OF SHOES ARE AUTHORIZED WITH THE FEMALE ARMY GREEN UNIFORM. HOW MUST THEY BE WORN?**

A: THE BLACK OXFORD SHOE OR BLACK SERVICE PUMPS MAY BE WORN. THE PUMPS WILL BE PLAIN, WITH CLOSED TOE AND HEEL. THE HEEL WILL BE BETWEEN ½ AND 3 INCHES HIGH.

**Q: WHAT TYPE OF SHOES ARE AUTHORIZED FOR THE MALE ARMY DRESS GREEN UNIFORM?**

A: THE BLACK OXFORD SHOES.

**Q: HOW IS THE MALE TROUSERS WORN?**

A: THE TROUSERS WILL REACH THE TOP OF THE INSTEP AND BE CUT A DIAGONAL LINE TO REACH A POINT APPROXIMATELY MIDWAY BETWEEN THE TOP OF TE HEEL AND THE TOP OF TE STANDARD SHOE IN THE BACK. THE TROUSERS MAY HAVE A SLIGHT BREAK IN THE FRONT.

**Q: HOW ARE THE SERVICE STRIPES WORN ON THE ARMY GREEN UNIFORM?**

A: CENTER THE SERVICE STRIPES ON THE OUTER SIDE OF TE LEFT SLEEVE 4 INCHES FROM THE BOTTOM. PLACE THE SERVICE STRIPE AT A 45 DEGREE ANGLE WITH THE LOWER END TOWARD THE INSIDE SEAM OF TE SLEEVE. EACH STRIPE REPRESENTS 3 YEARS OF SERVICE. EACH ADDITIONAL STRIPE WILL BE PLACED ABOVE AND PARALLEL TO THE FIRST STRIPE WITH A 1/6 INCH SPACE BETWEEN STRIPES.

**Q: WHAT ARE THE DIMENSIONS FOR SERVICE STRIPES FOR BOTH MALE AND FEMALE?**

A: FOR MALE IT'S 3/16 INCH WIDE, 1 3/16 INCH LONG, AND 3/32 INCH BORDER

FOR THE FEMALE IT'S 1/8 INCH WIDE, 1 ¼ INCH LONG, AND 1/16-INCH BORDER

**Q: HOW ARE COMBAT AND SPECIAL SKILL BADGES WORN?**

A: WHEN COMBAT AND SPECIAL SKILL BADGES ARE WORN, CENTER THEM ¼ INCH ABOVE THE RIBBONS. WHEN MORE THAN ONE BADGES ARE WORN ABOVE THE RIBBONS, BADGES WILL BE STACKED ½ INCH APART AND MAY BE ALIGNED TO THE LEFT TO PRESENT A BETTER APPEARANCE.

**Q: WHAT ARE THE DIMENSIONS FOR THE OVERSEAS SERVICE BAR FOR BOTH MALE AND FEMALE?**

A: ON THE MALES IT'S 3/16 INCH WIDE, 1 5/16 INCH LONG, AND 3/32-INCH BORDER

ON THE FEMALE IT'S 1/8 INCH WIDE, 7/8 INCH LONG, AND 1/16 INCH BORDER

**Q: HOW ARE OVERSEAS STRIPES WORN ON THE ARMY GREEN UNIFORM, FOR BOTH MALE AND FEMALE?**

A: THE OVERSEAS SERVICE BAR WILL BE WORN CENTERED ON THE OUTSIDE BOTTOM HALF OF THE RIGHT SLEEVE OF THE ARMY GREEN UNIFORM COAT FOR MALE AND ARMY GREEN COAT BY FEMALE PERSONNEL. THE LOWER EDGE OF THE OVERSEAS SERVICE BAR WILL BE PLACED ¼ INCH ABOVE THE SLEEVE BRAID OF THE COAT FOR OFFICERS ND 4 INCHES ABOVE AND PARALLEL TOT HE BOTTOM OF THE SLEEVE FOR ENLISTED PERSONNEL. EACH ADDITIONAL BAR IS SPACED 1/16 INCH ABOVE AND PARALLEL TO THE FIRST BAR.

**Q: WHEN IS A PREGNANT SOLDIER AUTHORIZED TO WEAR PATERNITY BDUS?**

A: WHEN THE BDU IS UNCOMFORTABLE FOR HER OR NO LONGER PRESENTS AN ACCEPTABLE APPEARANCE.

**THE FOLLOWING QUESTIONS WERE CREATED FROM A RELEASE OF THE NEW AR 670-1 THAT AS YET TO BE RELEASED. (AS OF 1 FEBRUARY 2002)**

**Q: WHEN MAY A MALE SHAVE HIS HEAD?**

A: MALES WITH OR WITHOUT BALDING PATTERNS MAY NOW SHAVE THEIR HEADS.

**Q: ARE MALE PERSONNEL ALLOWED TO WEAR CLEAR NAIL POLISH?**

A: NO.

**Q: ARE PERSONNEL ALLOWED TO WEAR A PAGER OR CELL PHONE WHILE IN UNIFORM?**

A: EITHER A CELL PHONE OR A PAGER MAY BE WORN FOR OFFICIAL DUTIES AS LONG AS THE FOLLOWING CRITERIA IS MET:

- IT IS BLACK IN COLOR
- IT DOES NOT EXCEED 4X2X1 IN SIZE
- ONLY ONE OR THE OTHER, NOT BOTH

**Q: HOW LOW MAY A SOLDIER BLOUSE THEIR BDU TROUSERS?**

A: NOT LOWER THAN THE THIRD EYELET FROM THE TOP OF THE BOOT.

**Q: WHEN MAY A SOLDIER WEAR A CAMELBACK?**

A: WHEN THE FOLLOWING CRITERIA IS MET:

- THE CAMELBACK IS CAMOUFLAGED
- THE SOLDIER IS IN THE FIELD OR ON WORK DETAILS
- ONLY IN GARRISON IF DIRECTED BY THE CDR

**Q: ARE PREGNANT SOLDIERS AUTHORIZED TO WEAR CIVILIAN PT'S?**

A: YES, WHEN THE PT UNIFORM BECOMES TOO SMALL AND UNCOMFORTABLE, PREGNANT SOLDIERS MAY WEAR EQUIVALENT CIVILIAN WORKOUT ATTIRE; LEADERS WILL NOT REQUIRE SOLDIERS TO BUY LARGER PT UNIFORMS.

**Q: MAY A SOLDIER WEAR A SEE-THROUGH BAG WHILE IN UNIFORM? (BAGS= MAP CASES, COMPUTER CASES, ETC) IS THE SOLDIER ALLOWED TO SLING THE BAG'S STRAP ACROSS THE BODY?**

A: A SOLDIER MAY NOT WEAR A SEE-THROUGH BAG, NOR ARE THEY ALLOWED TO WEAR THE STRAP ACROSS THE BODY. BAG AND STRAP MUST BE ON THE SAME SIDE OF THE BODY.

**Q: WHAT KIND OF BRACELET ARE ARMY PERSONNEL AUTHORIZED TO WEAR?**

A: ONLY MEDICAL ALERT OR POW/MIA BRACELETS

**Q: HOW IS THE BERET WORN?**

A: THE BERET WILL BE WORN WITH THE FLASH CENTERED ONE INCH OVER THE LEFT EYE. THE HEAD BAND WILL BE PARALLEL TO THE GROUND AND THE EXCESS MATERIAL WILL FALL OVER THE RIGHT EAR. THE EXCESS WILL NOT FALL BELOW THE BOTTOM OF THE EAR OPENING. FEMALES WILL NOT PACK HAIR INTO THE BERET.

**Q: WHAT KIND OF CONTACT LENSE IS AUTHORIZED FOR WEAR BY ARMY PERSONNEL?**

A: ONLY MEDICALLY REQUIRED LENSES ARE AUTHORIZED. CONTACTS THAT CHANGE THE SHAPE OF THE IRIS, OR ARE TINTED OR COLORED ARE PROHIBITED. (OPAQUE LENSES FOR EYE INJURIES ARE EXEMPT)

**Q: HOW LONG ARE FINGERNAILS ALLOWED TO GROW?**

A: MALES: TRIMMED AND NO LONGER THAN THE TIP OF THE FINGER  
FEMALES: TRIMMED AND NO LONGER THAN ¼ INCH PAST THE TIP OF THE FINGER

**Q: CAN A FEMALE WEAR A "FRENCH MANICURE" WHILE IN UNIFORM?**

A: NO. NAIL POLISH WILL NOT BE TWO-TONE, OR MULTI-TONED. COLORS SUCH AS BRIGHT FIRE-ENGINE RED, KHAKI/CAMOUFLAGE, PURPLE, GOLD, BLUE, BLACK, WHITE, AND NEON ARE PROHIBITED.

**Q: ARE FEMALES ALLOWED TO WEAR BRAIDS AND/OR CORNROWS?**

A: YES

## **UNIT POLICIES**

**Q: WHEN A SOLDIER ARRIVES TO THE UNIT UNANNOUNCED, WHAT TYPE OF SPONSOR SHOULD HE/SHE BE ASSIGNED AND WITHIN WHAT TIME RESTRAINTS?**

A: A REACTIONARY SPONSOR WILL BE APPOINTED FOR THE SOLDIER WITHIN 24 HOURS OF NOTIFICATION OF ASSIGNMENT.

**Q: WHEN CONDUCTING A BARRACKS INSPECTION WHAT ARE SUPERVISORS LOOKING FOR?**

A: SUPERVISORS SHOULD IDENTIFY SHORTFALLS IN FUNCTION OF APPLIANCES AND PLUMBING, SAFETY, AND LIVING STANDARDS.

**Q: DO SOLDIERS HAVE TO BE PRESENT DURING INSPECTIONS?**

A: NO, BUT THEY SHOULD BE DURING LEGAL SEARCHES, AND HEALTH AND WELFARE INSPECTIONS.

**Q: CAN A SOLDIER'S TA-50 BE INSPECTED IN THEIR BARRACKS?**

A: NO

**Q: IS THERE A SET STANDARD FOR BARRACKS ROOMS?**

A: NO. SOLDIERS ARE ALLOWED MORE FREEDOM. THEY CAN HAVE TELEPHONES, CIVILIAN BLANKETS AND SHOWER CURTAINS.

**Q: HOW ARE PICTURES TO BE HUNG ON THE WALL IN THE BARRACKS?**

A: SCOTCH TAPE OR FUN TACK. NO DUCT TAPE OR 100 MPH TAPE

**Q: WHAT IS THE ALCOHOL LIMIT AND STANDARD IN THE BARRACKS?**

A: THERE IS NO RESTRICTIONS. SOLDIERS MAY CONSUME AND POSSESS PROVIDED THEY ARE 21 YEARS OR OLDER. THEY **CAN NOT** GLAMORIZE OR ENCOURAGE ALCOHOL USE. THIS POLICY IS ALWAYS AT THE COMMANDER'S DISCRETION.

**Q: WHAT ARE THE BARRACKS VISITATION HOURS?**

A: DUTY DAYS BEFORE DUTY DAYS:	1700-2400
DUTY DAY BEFORE NON-DUTY DAYS:	1700-0200
NON-DUTY DAYS BEFORE NON-DUTY DAYS:	1000-0200
NON-DUTY DAYS BEFORE DUTY DAYS:	1000-2400

**Q: MUST ALL VISITORS SIGN IN/OUT AT THE CQ DESK?**

A: YES

**Q: WHAT DOES THE ACRONYM CQ MEAN?**



A: CHARGE OF QUARTERS

**Q: WHAT IS PHANTOM TIME?**

A: TIME DEDICATED TO SOLDIERS AND THEIR FAMILIES. IT BEGINS AT 1500 HOURS EACH THURSDAY DEPENDING ON THE MISSION OPTEMPO.

**Q: ARE SOLDIERS MANDATED TO ATTEND PARENT-TEACHER CONFERENCES?**

A: YES. SOLDIERS MUST BE ALLOWED AN OPPORTUNITY TO MEET WITH THE TEACHERS OF THEIR CHILDREN TO MONITOR THEIR CHILD'S EDUCATION.

**Q: A SOLDIER GETS INTO HIS POV AND TAKES OFF HIS HAT AND BDU TOP, IS THIS PERMITTED?**

A: WHILE RIDING IN UNIFORM INSIDE A POV, SOLDIERS MAY REMOVE THEIR HEADGEAR. THEY MUST OTHERWISE REMAIN IN COMPLETE UNIFORM. (BDU TOP MUST STAY ON, AS WELL AS THE TROUSERS☺)

**Q. WHY MUST SOLDIERS ASSIGNED TO FT HOOD WEAR AN EARPLUG CASE ON THEIR BDU'S?**

A. "SO THAT LEADERS MAY ACCOUNT FOR HEARING PROTECTION."

**Q. HOW IS THE EARPLUG CASE WORN ON THE BDU?**

A. THE CASE IS ATTACHED TO THE RIGHT BUTTON OF THE LEFT BREAST POCKET WITH THE TOP OF THE CASE DIRECTED TOWARD THE WEARER'S RIGHT SIDE. THE UNIT CREST WILL BE CENTERED ON THE CASE.

**Q. WHAT ARE THE RESTRICTIONS OF WEARING THE DUTY UNIFORM IN OFF-POST ESTABLISHMENTS?**

A. THE DUTY UNIFORM MUST BE CLEAN AND SERVICEABLE, AND SOLDIER REMAINS IN COMPLETE UNIFORM AT ALL TIMES. THE OFF-POST ESTABLISHMENT SHOULD NOT SELL ALCOHOL AND THE SOLDIER IS NOT TO REMAIN THERE MORE THAN AN HOUR.

**Q. THE WEATHER IS VERY HOT AND SOLDIERS ARE TASKED TO MOW GRASS AND WEED EAT. ARE THEY ALLOWED TO CONDUCT THESE DUTIES IN PT'S?**

A. NO. THE PT IS NOT A DUTY UNIFORM AND WILL NOT BE PRESCRIBED FOR WORK OR DETAILS.

**Q. WHO MAY WEAR THEIR PT SHIRT OUTSIDE OF THEIR PT SHORTS?**

A. PREGNANT SOLDIERS FOR COMFORT

**Q. CAN PLAIN, BLACK BACKPACKS BE WORN OVER BOTH SHOULDERS?**

A. NO. THEY WILL BE WORN OVER ONE SHOULDER ONLY.